

Community Mental Health Affiliation of Mid-Michigan
PIHP Behavior Treatment Committee
Meeting Minutes
August 11, 2011

Community Mental Health Authority of
Clinton-Eaton-Ingham Counties
812 E. Jolly Rd.
Lansing, Michigan

Facilitator: Kim Zimmerman

ATTENDANCE: Mary Clissold (CEI); Julie Dowling (Ionia); Cheryl Parker (Newaygo); Cheryl Kobernik (Centra Wellness); Dan Erikson (Centra Wellness); Tammy Methmer (Centra Wellness); Pat Miller (CEI); Jason Moon (CEI); Katherine VanZwoll (CEI); Robert Rubin (Gratiot); Kathy Perkins (Gratiot); Marian Wagner-Moccio (CEI); Kim Zimmerman (Affiliation)

ABSENT: Sukhvender Nijjer (CEI); Jan Morningstar (Centra Wellness) and Sue Poindexter (Gratiot)

CALL TO ORDER: The meeting was called to order at 3:05 PM by Kim Zimmerman, facilitator.

**STANDARDIZATION OF
AFFILIATION BTC**

FORMS: Jason Moon and Katherine VanZwoll of the CEI IS department were present today for the continued review of the mock up of Affiliation Behavior Treatment Committee forms.

The Comprehensive Functional Assessment Form was reviewed again today for any final changes. The following were the recommendations:

Functional Comprehensive Assessment:

- Environmental Factors section:
 - Recommended that the heading of this section be changed from “environmental factors” to “additional factors”
 - Change the label for the first text box in this section to read “sensory/communication issues” ...this takes out the cultural issues from this text box
 - Create a third text box in this section labeled “cultural issues to consider”

- Insert a new section titled “ Additional Information” above the “Recommendations” section..this will just be a text box

The draft of the Positive Support Plan was also reviewed during today’s meeting. The following were the recommendations:

Positive Support Plan:

- On the main screen of this form, there will be a section added for “copies to distribute”
- Identifying Information Section:
 - Delete the following text boxes:
 - “Service Area”
 - “Site of Implementation”
 - “Implementation Date”
 - If the “date plan written” box is left empty in this section, IS will check to see if it can default to the signature date
 - A grid will be added to this section that will provide drop down boxes for options for inserting site for implementation of the plan
 - Also to be added to this section will be a question stating: “receiving psychiatric medications : yes _____ No _____ “
 - If the answer is yes, then there will be a spot to enter “name of prescriber” and to provide information if this is a CMHSP psychiatrist
- Goal and Objective Section:
 - There will be the option of adding additional goals for the plan and additional objectives per goal
- “Definition of Positive Behaviors to Enhance”
 - Change this text box to a two column grid
 - Column one will be for behaviors
 - Column two will be for definitions
- “Proactive Measures Box”
 - The draft form has the grouping wrong for this section
 - The text boxes that will comprise this grouping will be the following:
 - “building a relationship”
 - “modifying the environment”
 - “teaching specific skills”
 - The “safety strategies” text box will no longer be a part of this grouping

Next Steps:

- Positive Support Plan Document
 - The recommended changes from today will be made
 - Group members are to review with appropriate people at their agencies and bring any additional feedback back to the next meeting...this form will then be finalized

- Restrictive Plan Document
 - A draft of this form was distributed today, but there was not time during the meeting to review
 - Each member is to review this form prior to the next meeting... getting any necessary feedback from their agencies
 - This form will be reviewed for recommended changes during the next meeting

- BTC Review Form
 - A draft of this form was distributed today, but there was not time during the meeting to review
 - Each member is to review this form prior to the next meeting... getting any necessary feedback from their agencies
 - This form will be reviewed for recommended changes during the next meeting

- Still need to complete a draft for the BTC Periodic/1/4ly Review Form
 - Mary will work on this with volunteers to develop a draft to send out to the group for review

- Hidden text for the Functional Assessment
 - Kim will work on this with volunteers and send out to the group for feedback

Review of FY 11 3rd quarter BTC Data:

- The combined Affiliation data spreadsheet was distributed during today's meeting
- Centra Wellness has not turned in their data yet for 3rd quarter..they will submit the data prior to the next meeting date
- The spreadsheet will be reviewed during the next meeting for analysis

FY 2012 Revised BTC Technical Requirement:

- A copy of the new BTC TR was handed out during today's meeting

- If anyone has questions on this document, please bring questions to next meeting for discussion

NEXT MEETING: The next meeting will be September 1, 3:00 PM to 5:00 PM. (Room G-11 A & B)

ADJOURNMENT: The meeting adjourned at 4:50 PM.

Respectfully submitted,

Kim Zimmerman
Affiliation Compliance Administrator