

Community Mental Health Affiliation of Mid-Michigan  
**PIHP Behavior Treatment Committee**  
Meeting Minutes  
September 01, 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); Amy Kurtti (Newaygo); Jason Moon (CEI); Katherine VanZwoll (CEI); Marian Wagner-Moccio (CEI); Kim Zimmerman (Affiliation)

**ABSENT:** Pat Miller (CEI); Sukhvender Nijjer (CEI); Jan Morningstar (Centra Wellness); Robert Rubin (Gratiot); Kathy Perkins (Gratiot) and Cheryl Kobernik (Centra Wellness)

**CALL TO ORDER:** The meeting was called to order at 3:10 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 changes. The following were the recommendations:**

**Functional Comprehensive Assessment:**

- Medical and Health Issues section:
  - The Label for this grouping of boxes will be changed to add “Physical” into the heading...it will now read “Physical, Medical, and Health Issues”
  - For the second text box in this section it was recommended that the wording be changed to include “physical”.....The text box labeled “Describe medical or health issues that may impact how the consumer functions” will now be labeled “Describe physical, medical or health issues that may impact how the consumer functions

- There will also be text added in parenthesis to the end of this text box that reads (“include summary of results for all assessments/evaluations, including external ones”)
- Additional questions that need to be answered yet for the functional assessment to be finalized:
  - What fields will be required to complete signature?
  - What fields will be able to be copied over from previous versions?
  - Hint text needs to be added
- This form will be finalized during the next meeting...once finalized no further changes will be made at this time

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

**Positive Support Plan:**

**The following were the changes recommended during today’s meeting: the changes agreed upon during the previous meeting (08/11/11) are also included in these notes following the recommendations from today’s meeting:**

- On the main screen tab, there will be a text box added for “age” ...the date of birth will need to be entered and age will calculate
- A grid will be added for “site of implementation” ...it will consist of 2 columns...one titled “site type” the other titled “site name” ...text will be entered for each column
- The Goal section (page2):
  - This will accommodate multiple goals and multiple objectives per goal
  - IS is looking into if the goals can be copied over from PCP so wording is the same...this may need to be a business process...further information to come
- The “Definition of Positive Behaviors to Enhance” section
  - This will be changed from a text box to a grid
  - The grid will have 2 columns...one titled “Behavior” ...the other titled “Definition” ...text will be entered under both columns
- “Target Behavior” grouping of text boxes (page 3)
  - This grouping of text boxes will be renamed to “Baseline Data”
  - The grid will no longer have text boxes to enter “date”, “time”, and “staff”

- The grid will now have text boxes labeled: “Time Period Covered”, “Behavior”, and “Frequency” ....so the grid will have 3 columns using these 3 headings with text boxes to enter data in each column
  - The “Frequency” column will be a combination of a drop down box and a text box.... the drop down box will look something like “frequency per \_\_\_\_\_” ...the individual completing the form will have options to choose from such as daily, weekly, monthly, etc....there will also be a “other” box that can be chosen and this would then enable text to be entered stating a time frame other than one given in the drop down box
  - There will also be another text box added to this section titled “narrative”...this will go under the grid labeled “Baseline Data” and will be used for staff to summarize the findings of the baseline data
  - The “Baseline Data” section will also be moved to be located under the “Definition of Positive Behaviors to Enhance Section” to create a functional flow to the form
- “Plan Implementation and Monitoring” Section
    - This is a new section being created...it is being split off from information that would have been included in the “Training” section
    - This section will be made up of a grid that will have 3 columns where text can be entered under each one
    - The first column will be labeled “Person(s) Responsible for Implementing the Plan”
    - The second column will be labeled “Person(s) Responsible for Monitoring the Plan”
    - The third column will be labeled “Frequency of Monitoring”
    - Hint text will be added to include “title/position” of each person responsible for implementing and monitoring
    - This section will also be located under the “Baseline Data” section located under the “Definition of Positive Behaviors to Enhance Section” to create a functional flow to the form
- The “Training” section
    - This section is currently just one text box to enter data...it will be changed to include 2 separate text boxes
    - The first text box will be titled “Person(s) Responsible for Initial Training” ....there will be hint text indicating to include the individuals title/position for who will be completing the training
    - The second text box will be titled “Person(s) Responsible for Ongoing Training” .....again there will be hint text directing the individual

entering the text to include the title/position of the person responsible for the ongoing training

- This section will also be moved and located under the “Plan Implementation and Monitoring “ section that is now located under the “Baseline Data” section...which was moved to be located under the “Definition of Positive Behaviors to Enhance Section” to create a functional flow to the form

**The following were the changes agreed upon during the 08/11/11 meeting and will be included in the final version as well as the above recommendations:**

- 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

**The draft of the Restrictive Plan was reviewed during today’s meeting. The following were the recommendations:**

- Questions # 1, #2, and #6 were eliminated as they were covered either in the Functional Assessment or in the Positive Support Plan
- For question #3, the question will remain as worded, but at the end there will be a prompt that states “if there are no factors identified, please indicate that”
- Question #4, this will be changed from a question format to be a general statement
  - the statement will read: “The Support Team will review this plan no less than annually to evaluate options other than restrictive or intrusive measures that may be effective in meeting the individual’s goals.”
  - A text box will also be added to question #4 for any additional information
- Question #5 will remain as worded on the draft form
- The grid located at the top of draft form will contain 2 columns with text box below each column to enter information
  - The first column will be titled “Behaviors”
  - The second column will be titled “Restrictive Intervention”
- The restrictive plan will also have language on the form indicating that this plan is only completed for individuals who will have restrictive or intrusive measures put into place and each restrictive plan will require a minimum of quarterly monitoring through the CMHSP Behavior Treatment Committee

**Next Steps:**

- Comprehensive Functional Assessment
  - Need to answer the following questions:
    - What fields will be required to complete signature?
    - What fields will be able to be copied over from previous versions?
  - Hint text needs to be added (Kim to work on this)
  - This form will be made final at next meeting
- Positive Support Plan Document
  - The recommended changes from today’s meeting and the previous meeting (08/11/11) 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 made final at the next meeting

- Restrictive Plan Document
  - Each member is to review the recommended changes to this form prior to the next meeting.... Bring back any additional feedback to next meeting
  - This form will be finalized at the next meeting
  
- BTC Review Form
  - A draft of this form has been completed, 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

**Review of FY 11 3<sup>rd</sup> quarter BTC Data:**

- The combined Affiliation data spreadsheet has been distributed
- Centra Wellness has not turned in their data yet for 3<sup>rd</sup> quarter..Kim will get with them to submit their data
- The spreadsheet will be reviewed again after Centra Wellness is able to submit their data

**NEXT MEETING:**        **The next meeting will be September 15, 3:00 PM to 5:00 PM. (room G-11 A & B)**

**ADJOURNMENT:**        The meeting adjourned at 5:00 PM.

Respectfully submitted,

Kim Zimmerman  
Affiliation Compliance Administrator