

CMHAMM

Work Group Meeting Minutes

<p>WORK GROUP NAME: <u>Affiliation SD Workgroup</u></p> <p>LOCATION OF MEETING: <u>CEI CMH</u></p> <p>DATE: <u>September 14, 2011</u></p>	<p>PRESENT AT MEETING: (please identify the note-taker*)</p> <p>George Ott (M/B), Julie Dowling (Ionia), Chris Briggs (Newaygo), Amy Kurtti (Newaygo), Al Platt (CEI) and Kim Zimmerman (notetaker)</p> <p><u>Guest(s):</u></p>	<p>cc: Work Group Members (list names of members and CMHSP they represent):</p> <p>Mike Hetzman (Gratiot), Sue Pointdexter (Gratiot), Pam Fachting (Gratiot), Julie Dowling (Ionia), Ingemar Johannson (M/B), George Ott (M/B), Mary Clissold (CEI), Chris Briggs (Newaygo), Amy Kurtti (Newaygo) and Kim Zimmerman (Affiliation Staff)</p>
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Topics Discussed (identify the workgroup charge being discussed)	Discussion/Decisions (Provide details on member discussion and any decisions/recommendations being made)	Action To Be Taken/Responsible Party To Complete Action:	Due Date of Action:	Status (identify if charge is completed, in progress or if there are barriers to completing)
ARR Workplan Review	<p>We reviewed section 4 of the ARR. Each agency is to send Kim information for number of Independent Facilitators used to complete PCP, number of individual budgets and number of individuals using Fiscal Intermediaries.</p> <p>We will continue to review section 4 of the ARR at each meeting to monitor the progress on our outcomes.</p> <p>It was asked if we could look into the possibility of sharing the use of Independent Facilitators instead of each agency having their own facilitators. We can do this if we have facilitators that are available and willing to travel.</p>	Each agency to send Kim the requested information prior to the next meeting date.	Next meeting date	N/A

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SD Forms and Educational Materials	<p>Kim went over the revised SD agreement that CEI is now using. Kim will remove the CEI specific references on the document and send it out so others may choose to use it.</p> <p>Each agency will send Kim copies of the budget forms, SD agreements, brochures and educational materials prior to the next meeting so that we can review them as a group in order to better share resources,.</p>	Each agency will send Kim copies of the budget forms, SD agreements, brochures and educational materials	One week prior to next meeting date	N/A
DCH information review	<p>We reviewed the final version of the Revised PCP Policy and Practice Guideline, the draft SD Budget Technical Advisory and the Revised draft SD Policy and Practice Guideline.</p> <p>The Revised PCP Policy and Practice Guideline is final and within the current contract.</p> <p>Ellen Sugrue Hyman is working on making some minor revisions to the SD policy and practice guideline. We reviewed some of the recommended changes today. If anyone has any feedback for further changes, they can contact Kim and she will let the workgroup know that is working on the revisions.</p> <p>We also went over the draft SD budget TA. This will not be attached to the contract, but with remain a TA for guidance and assistance only.</p> <p>Kim will keep the group updated as to any further changes.</p>	N/A	N/A	N/A
Estimated Costs for services and	Kim again reminded the group that this requirement is part of the current contract. At this time the CIO Forum workgroup is	Update at next scheduled meeting	N/A	In Progress

Topics Discussed (identify the workgroup charge being discussed)	Discussion/Decisions (Provide details on member discussion and any decisions/recommendations being made)	Action To Be Taken/Responsible Party To Complete Action:	Due Date of Action:	Status (identify if charge is completed, in progress or if there are barriers to completing)
supports requirement	<p>looking at a different version of a template that they are recommending to DCH for approval and use. CEI is waiting to see if DCH accepts the template submitted by the CIO Forum before continuing with any further work on developing a different format to capture the costs of services and supports.</p> <p>Kim will keep the group posted.</p>			
DCH site review follow up for SD requirements	Kim reminded the group that we need to continue to work on the DCH site review plan of correction for the citations received for Self Determination. Kim will begin gathering evidence soon for the plan of correction.	N/A	N/A	N/A
Other Business:	<ul style="list-style-type: none"> • SD Leadership Seminar Schedule: (sponsored by MDCH) <ul style="list-style-type: none"> ○ July 26th ○ Sept. 27th 	N/A	N/A	N/A
Local Updates:	None at this time.	N/A	N/A	N/A
Next Meeting:	<p>November 9, 2011 1:00pm to 3:00pm CEI CMH (room G-11 A & B)</p>	N/A	N/A	N/A