

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>November 09, 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); Mary Clissold (CEI); Pam Faching (Gratiot) and Kim Zimmerman (Affiliation: 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 Faching (Gratiot), Julie Dowling (Ionia), Ingemar Johansson (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)
SD Forms and Educational Materials	<p>Each Agency reviewed their current SD forms:</p> <p>Central Wellness:</p> <ul style="list-style-type: none"> • Reviewed the budget authorization form (this goes through their forms committee and is put in the EMR) • They are using the SD Handbook completed by Ionia CMH • They currently are reviewing the revised SD agreement completed by CEI CMH (may switch to this agreement) • They use a power point presentation for SD education • Centra Wellness reported they are not seeing an increase in individuals who are requesting SD 	CMHSP's will continue to share forms when revisions are made or new forms are developed. The Affiliation will continue to look at options for standardization of forms with possible.	N/A	Ongoing

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	<p>arrangements despite the efforts of promoting it</p> <p>CEI:</p> <ul style="list-style-type: none"> • They are using the Affiliation SD/PCP brochure • CEI has a new budget form (focused on CLS and respite services) • They are getting an increase in the requests for SD arrangements • CEI is in the process of contracting with a new Fiscal Intermediary (CLN: Community Living Network) • CEI revised the SD agreement to include more responsibilities of the individual and the CMHSP • They have developed a workgroup to look at training needs for SD • CEI is bringing in Angela Martin (Mi Partners for Freedom) and Pat Carver to do some training on SD and PCP • Annette Downey (Community Living Services of Oakland County) is doing some independent facilitation for 7 consumers <p>Ionia:</p> <ul style="list-style-type: none"> • They use a modified version of the Affiliation budget template • They have developed a SD Handbook to provide information to consumers about SD • They use the Dave Short model for SD agreements • Most consumers are currently choosing the Agency 			

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	<p>with Choice model for SD arrangements</p> <ul style="list-style-type: none"> • CSM use Essential Learning for SD training • They have one person assigned to be the lead in SD for the agency....this person will walk other staff through the process as needed <p>Newaygo:</p> <ul style="list-style-type: none"> • They use the Dave Short model for SD agreements • They have a budget template • They mainly use SD arrangements for those who use CLS services • Newaygo does have some MI consumers utilizing SD arrangements • They use Essential Learning for SD training <p>Gratiot:</p> <ul style="list-style-type: none"> • They use a service authorization form for SD arrangements • They are currently developing a new budget form to use • They use the Affiliation SD agreement (Dave Short model) • They use Stuart Wilson's employment agreement • Use Essential Learning for SD training....Midland Arc has also provided some training 			

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Affiliation Procedure 2.9 (SD/PCP procedure)	Kim reviewed the current Affiliation SD/PCP Procedure with the workgroup as it is due for annual review. There some minor word changes recommended, but no changes to content or meaning. Kim will make the changes and post the updated version on the Affiliation website.	Kim will make recommended changes.	N/A	N/A
DCH site review follow up for SD requirements	Kim reviewed the DCH plan of correction for the SD section. The DCH site review will begin in February of 2012. Kim will be sending out emails soon requesting evidence be submitted for those who had a plan of correction.	Kim will send out an email soon to request evidence for plans of correction.	N/A	N/A
ARR Update	Kim informed the group that DCH informed us that the ARR is longer a top priority and reviews of it will not be occurring any longer. We have been encouraged to continue to work on the quality improvement plans in the ARR. This workgroup will continue to look at the QI plan established for SD and PCP, but will no longer be required to report on it.	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"> ○ 11/29/11 	N/A	N/A	N/A
Local Updates:	None at this time.	N/A	N/A	N/A
Next Meeting:	February 8, 2012 1:00pm to 3:00pm CEI CMH (room G-11 A & B)	N/A	N/A	N/A