

CMHAMM
Work Group Meeting Minutes

WORK GROUP NAME: <u>Self Determination Workgroup</u>	PRESENT: (please circle note-taker) Julie Dowling, George Ott, Mary Ellen Papes, Tom Knudtson, Sandy Pillera, Elisabeth Avery, Terry Ekkens, and Kim Zimmerman (notetaker)	cc: Work Group Members <u>(list members' names)</u> Carolyn Hilley (Gratiot), Dan Alonzi (Gratiot), Bob Clingenpeel (Gratiot), Julie Dowling (Ionia), Elisabeth Avery (Ionia), Sandy Pallera (Ionia), Ingemar Johannson (M/B), George Ott (M/B), Tom Knudtson (CEI), Mary Ellen Papes (Newaygo), Kim Zimmerman (Affiliation Staff)
LOCATION: <u>CEI CMH</u>	Guest(s): Richard Coelho	
DATE: <u>September 13, 2006</u>		

New, Follow-up, Ongoing	Topics Discussed	Discussion/Decisions	Action/Responsible Party	Due Date	Status (complete, barrier to completion)
Follow Up	SD Measurement Tool	We reviewed the draft/sample of the SD measurement tool with the addition of the suggestions/recommendations made by the group members since our last meeting....We reviewed the purpose of the tool again and reviewed all changes with Richard Coelho (Evaluation Specialist)....Kim will make all further recommended changes and send the tool to Richard for final review....the tool will then be piloted with each agency completing the tool with 2 consumers who are participating in SD....they will send their results to Richard who will analysis them and make further suggestions for changes...once this has been completed then the tool will be used Affiliation wide...the tool is designed to be completed with all individuals participating in SD and is to be completed annually...	Action: Group members will pilot the tool at their agencies within the next 2 months and will forward all results to either Kim Zimmerman or Richard Coelho....	Nov. 2006	N/A
New	SD Standards Group	Kim gave out a handout that describes the purpose of the SD Standards group and went over membership of this workgroup....both Kim	Action: Members to send input to Kim on questions by Sept. 18, 2006	Sept. 18, 2006	N/A

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		and Ingemar are a part of this workgroup....At this time Kim stated that the workgroup is looking at the policies for SD, PCP, and recovery to see if the principles can be combined into one policy...the workgroup is also looking at getting input on what is working and not working with PCP, what could help facilitate the use of individual budgets, and how to improve the use of Independent Facilitators...Kim handed out a list of questions that the SD workgroup is wanting input on and requested the each member of this group send their input to her so she can include it in her response....Kim will keep this group updated with what the SD standards workgroup is working on....			
New	DCH Site Review	Kim handed out revised Site Review protocols....these were completed on August 10, 2006 and are still in draft form.....Kim also handed out the PCP section of the site review report...at this time it has not been decided how the PIHP will respond to the plan of correction...Kim stated that she would keep this group updated on how the PIHP will be responding to the plan of correction....	Action: Kim requested that each member review the site review report and start formulating ideas on how to improve our performance in the areas that we did not do well on....we will review this more during our next meeting	N/A	N/A

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Updates	Train the Trainers	The group was reminded that Kim would be doing another SD/PCP "Train the Trainers" on Oct. 13 th at Ionia CMH from 8:30am to 4:00pm....She requested that she be sent a list of all those who want to attend...She also stated that those who attend need to get the training manuals previously given to their agency and bring them to the training...Kim will hand out copies of updated materials, but not new manuals...	Action: Each agency needs to send a list to Kim of all those who wish to attend the training	N/A	N/A
Other Information	SD Survey from Allegan CMH, FI financial form, and data collection spreadsheet	Kim passed out a SD survey that Allegan CMH has requested we complete with the individuals we used grant time from Allegan CMH for Ric Crowley to complete individual budgets...Each member of the group was asked to complete these with the consumers who worked with Ric as part of the grant time from Allegan and return them to Kim as soon as possible... Kim handed out an FI financial form that she completed with input from Stuart Wilson...the form has all the financial information that Stuart wants to receive from the CMH when a consumer is choosing to use him as an FI..the form tabulates most things automatically... Kim also stated that she would be sending out	Action: Complete the SD surveys from Allegan and return to Kim Complete the spreadsheet when received and return data to Kim	Nov. 1, 2006	N/A

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		an electronic spreadsheet soon to collect information on budgets....She requested that each agency complete the requested information and return to her so she can keep data on how the budgets are working....			
Tabled until next meeting	Support Brokers and No back fill policy	This group tabled discussion on support brokers and no back fill policy until the next meeting due to time constraints	Action: We will discuss this at the next meeting	N/A	N/A
New	Handouts distributed at meeting	<ul style="list-style-type: none"> • Draft SD Measurement Tool • Questions to be answered for SD standards group • Draft Financial form for FI • Consumer Satisfaction Survey (Allegan) • PIHP Site Review Report • Updated Site Review Protocols (Draft) • SD Standards Group goal and opportunity statement 	Action: If anyone did not receive copies of these handouts and would like them, please contact Kim	N/A	N/A
New	Items for next meetings agenda	Group members are to send all other agenda items to Kim.	Action: Send agenda items to Kim by Nov. 3, 2006	N/A	N/A
	Next Meeting	Date: Nov. 8, 2006 Time: 1:00pm to 3:00pm Location: Ionia CMH	N/A	N/A	N/A