

**Affiliation Compliance Committee**  
Meeting Minutes

DATE: August 14, 2007		PRESENT: (please * note-taker)		cc: Committee Members	
FACILITATOR: Kim Zimmerman		Toby Bayless	Chip Johnston (via telephone)	Toby Bayless	Cindy Ingersoll
		Lynn Charping	Kim Zimmerman	Lynn Charping	Chip Johnston
		Sally Culey	Stefanie Zin	Sally Culey	Kim Zimmerman
		Debbie Heinze*		Debbie Heinze	Stefanie Zin
New, Follow-up, Ongoing	Topics Discussed	Discussion/Decisions	Action/Responsible Party	Due Date	Status (complete, barrier to completion)
New	Committee Structure	Kim provided an explanation of the role the PIHP Compliance Committee has played, and the intent of reorganization into the Affiliation Compliance Committee (ACC). The ACC is not a work group with a charge. Kim distributed a draft document of the ACC structure, noting the CEO's have designated the representatives. Discussion ensued regarding the involvement of the coordinating agencies (CA's). Discussion followed regarding compliance vs. quality improvement (QI).	The PIHP Compliance Committee membership has been incorporated into the PIHP Leadership Group. Meetings are planned to be 3 hours long, quarterly; initially, meetings will be more frequent. Each meeting will end with drafting an agenda for the next meeting. The PIHP site visit process will be examined and refined, and a reporting process will be developed. Eventually CA representatives will be brought into the ACC. Differences between compliance and QI will be defined and prioritized.		

<b>New, Follow-up, Ongoing</b>	<b>Topics Discussed</b>	<b>Discussion/Decisions</b>	<b>Action/Responsible Party</b>	<b>Due Date</b>	<b>Status (complete, barrier to completion)</b>
New	DCH Plan of Correction	Kim reviewed the present process used to respond to DCH with a Plan of Correction. Discussion was held regarding improvements to the process. It was determined each CMH should write their own plans, which will be submitted to Kim by each compliance officer, along with supporting evidence. The PIHP plans will be written by a person designated by Kim. It was suggested status reports be given at each ACC meeting regarding Plan of Correction progress.	Kim will coordinate mock reviews, with input, and focus on technical issues with approximately 2 months lead time before the audit. Kim will also incorporate monitoring deadlines to be addressed into the meeting agendas.		
New	HSAG Site Review Schedule	Kim announced the site review will be a one day phone review of the implementation of the plan submitted to HSAG.		April 1, 2008	
New	PIHP Site Reviews	Kim distributed a handout of the site review requirements. She noted the review team is Jeff Labun, Stefanie Zin, Paul Duff, Andrew Hewat, and Liz Holcomb. Chip raised the issue of a three day site review that is scheduled to Manistee-Benzie. Stefanie explained Manistee-Benzie CMH, Northern Michigan Substance Abuse Services and a provider are included in this schedule. Chip feels a desk audit would be justified. Kim distributed a draft flowchart for site reviews. Discussion ensued. The process will be the same for IS and Finance, with different site visit dates.	Kim will attend the next PIHP site visits to review the process. Kim will talk with Liz and Paul to pinpoint the exact schedule to be able to reduce the time at Manistee-Benzie to one to two days. Chip will provide a list of the providers to Kim. Kim will send out, electronically, the audit tools. Kim will revise the flowchart and re-issue it to ACC members.	August 17, 2007	

<b>New, Follow-up, Ongoing</b>	<b>Topics Discussed</b>	<b>Discussion/Decisions</b>	<b>Action/Responsible Party</b>	<b>Due Date</b>	<b>Status (complete, barrier to completion)</b>
New	Delegation Grid	Kim provided a handout of the delegation grid with combined administrative and clinical activities.	Kim will send out the delegation grid electronically, and request it be posted on the CMHAMM web site. The delegation grid will be updated annually, along with the Compliance Plan.		
New	Compliance Plan	The 2007 Compliance Plan was distributed. Kim requested members read the document.	Kim will send out the Compliance Plan electronically, and it will be placed on a future agenda for discussion.		
New	Next Meeting Agenda Items	<ul style="list-style-type: none"> <li>• Finalize process regarding reviewing monitoring and implementation of plans</li> <li>• Review revised flowcharts</li> <li>• Prioritize monitoring plans</li> </ul>	Next meeting is October 5, 12 Noon to 3 PM, at Gratiot CMH.		