

Affiliation Compliance Committee
Meeting Minutes

DATE: November 9, 2007		PRESENT: (please * note-taker)		cc: Committee Members	
FACILITATOR: Kim Zimmerman		Toby Bayless	Cindy Ingersoll	Toby Bayless	Cindy Ingersoll
		Kathy Crosby	Chip Johnston	Lynn Charping	Chip Johnston
		Sally Culey	Kim Zimmerman	Sally Culey	Kim Zimmerman
		Debbie Heinze *	Stefanie Zin	Debbie Heinze	Stefanie Zin
New, Follow-up, Ongoing	Topics Discussed	Discussion/Decisions	Action/Responsible Party	Due Date	Status (complete, barrier to completion)
Follow-up	Revised Flowchart	Kim reviewed the revised flowchart with the group.	Kim will present the flowchart to the PIHP Leadership Group for review.	Dec 11, 2007	
New	PIHP Site Reviews	<p>Kim distributed a document with the combined results from the PIHP site reviews for 2007. She explained the format & reviewed the content. Discussion ensued.</p> <p>Kim provided her notes on observation of the site review process and ideas for improvement for future visits. Discussion ensued regarding CEI auditing their own records. The question of which vendors are or are not accepting new clients arose. The ideas for improvement via data collection to increase consistency & comparison between affiliates were agreeable to all committee members.</p>	<p>Kim & Stefanie will meet after November 15 if the CEI plans of correction are still outstanding.</p> <p>Toby will check with Andrew regarding the process for determining who is & isn't accepting new clients.</p>		
New	Monitoring Implementation of Plans of Correction	Kim noted the monitoring of follow-up to the plans of correction needs to be developed into a process. Toby suggested implementation of an Affiliation Intranet site could serve as a monitoring tool. Cindy offered for Susan Kilgore to consult/set up an appropriate site for data collection.	Kim will contact Susan Kilgore regarding the Affiliation Intranet site.		

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New	MDCH Site Review	Kim distributed a master spreadsheet reflecting the plan of correction evidence due to implement the corrective action plan submitted to MDCH.			
New	Compliance Plan	Kim noted the highlighted areas of the 2008 Compliance Plan which indicate a revision from the 2007 Plan. Discussion ensued.	The 2008 Compliance Plan will be taken to the PIHP Board of Directors for approval.		
	Next Meeting	A discussion resulted in determining that the Affiliation Compliance Committee will meet the third Friday of every other month, beginning in January 2008, at CEI. It was noted video and teleconferencing are available for participation off site when arrangements have been made in advance.	<p>Kim will develop a standing agenda, for discussion.</p> <p>Kim will contact the coordinating agencies and invite them to begin participating in meetings.</p> <p>Next meeting is January 18, 2008, 10 AM to 1 PM, at CEI CMH.</p>		