

Affiliation Compliance Committee
Meeting Minutes

DATE: January 18, 2008		PRESENT: (please * note-taker) VC=videoconference		cc: Committee Members	
FACILITATOR: Kim Zimmerman		Toby Bayless	Chip Johnston (VC)	Toby Bayless	Cindy Ingersoll
		Lynn Charping	Susan Kilgore (VC)	Lynn Charping	Chip Johnston
		Sally Culey	Kim Zimmerman	Sally Culey	Kim Zimmerman
		Debbie Heinze*	Stefanie Zin	Debbie Heinze	Stefanie Zin
		Cindy Ingersoll (VC)			
New, Follow-up, Ongoing	Topics Discussed	Discussion/Decisions	Action/Responsible Party	Due Date	Status (complete, barrier to completion)
New	Evidence Gathering Document	Susan Kilgore provided a demonstration of the evidence collection grid that is under development. Kim noted the evidence to be put into the grid is only evidence that addresses the Plan of Correction. This concept will expand over time.			
New	PIHP Site Reviews Procedure	<p>Kim reviewed the "PIHP Site Reviews" draft procedure with the group, and noted she is meeting with the PIHP site reviewers to address the development of consistency between Finance, IS & UM reviews. The following areas of the document were discussed:</p> <p>III. (Completion of the PIHP Site Audits and Audit Reports:) "B" was discussed regarding collection of evidence in advance electronically.</p> <p>"G.2" was discussed regarding the issue of the Compliance Administrator to always be the contact vs. a "cc" notification.</p> <p>III. (Evidence for Plan of Corrections:) section was approved as written.</p>	<p>Kim will reverse the order of "A" & "B", and present for additional feedback.</p> <p>Kim will revise and take back to the reviewers for their feedback.</p>		

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Follow-up	Combined Results from PIHP Site Reviews for 2007	Kim distributed a grid for the UM/QI/Provider Network, and an additional grid for the IS Audits for review by the group. She noted Finance has examined processes only, and has not done an audit. Kim stated eventually she would like to have the Affiliation Compliance Committee and the coordinating agencies' compliance officers meet with the PIHP site reviewers.	Kim will add the revision date of January 18, 2008 and page numbers to both documents.		
New	DCH Site Review Interpretive Guidelines	Kim distributed the first three pages of approximately 90 pages of the DCH Site Review Interpretive Guidelines. She asked the attendees to familiarize themselves with the format, expectations, etc. in preparation for the June DCH audit.	The Guidelines will be reviewed at the next Affiliation Compliance Committee meeting.	Mar 14, 2008	
New	HSAG Audit	Kim announced the HSAG audit will be on site February 5. The phone conference follow-up will be April 1. She noted IS has already submitted the ISCAT information.	Contact Kim if participation is desired in person, via phone, or videoconferencing.		
Follow-up	Compliance Plan	Kim announced on January 17 during the meeting of the PIHP Board of Directors, the language on page 5, #7 was questioned. The Board is trying to address a conflict of interest posed by use of the term "appearance". Chip suggested referencing a Federal regulation.	Kim will take a revised version of the Compliance Plan back to the PIHP Board of Directors during their February meeting.	Feb 21, 2008	
New	Affiliation Policy 2.0	Kim provided a rough draft of Clinical Policy 2.0 for discussion.	Additional feedback to be sent to Kim	Feb 5, 2008	

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	Next Meeting	A request was made to change the future meetings time to 9:00 AM to 12 Noon. A request was also made to reschedule the March 21 meeting due to scheduling conflicts.	The next meeting is Friday, March 14, 9:00 AM to 12 Noon, at CEI CMHA in Conference Room G11-C.		