

Affiliation Compliance Committee
Meeting Minutes

DATE: May 9, 2008		PRESENT: (please * note-taker)		cc: Committee Members	
FACILITATOR: Kim Zimmerman		Toby Bayless	Chip Johnston	Toby Bayless	Cindy Ingersoll
		Lynn Charping	George Ott	Lynn Charping	George Ott
		Sally Culey	Kim Zimmerman	Sally Culey	Kim Zimmerman
		Debbie Heinze*	Stefanie Zin	Debbie Heinze	Stefanie Zin
		Cindy Ingersoll			
New, Follow-up, Ongoing	Topics Discussed	Discussion/Decisions	Action/Responsible Party	Due Date	Status (complete, barrier to completion)
New	Committee Member	Due to the appointment of Chip Johnston as Interim CEO for Manistee-Benzie CMH, George Ott will serve as the Manistee-Benzie representative on the Affiliation Compliance Committee.		05/09	Complete
Follow-up	HSAG	Kim distributed a summary of the Compliance Monitoring Review. She will submit the response to HSAG and Tom Renwick. The final report will be out by June; there will be a 30 day time frame to submit a plan of correction.	Kim Zimmerman	05/15	
New	Evidence Gathering Tool	Joe Balberdie and Susan Kilgore of Newaygo CMH presented a demo of the evidence gathering tool to be placed on the CMHAMM web site. Questions were addressed, and the log-in and passwords were distributed. Kim reminded the group consumer names and case numbers must be blocked when submitting evidence.	Kim encouraged electronic submission of evidence for the MDCH site visit, but noted this would not be mandatory at this point.		

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New	Evidence for PIHP Site Review	Kim reviewed the list of evidence to be gathered by the CMHSP's, and checked on the status of each affiliate's evidence submission. She noted the auditors may require the submission of one Children's Waiver file per affiliate. The lists for consumer interviews will be available 05/23.		05/21	
Follow-up	DCH Site Review	Kim announced the DCH site review will begin June 9 with an entrance conference at CEI. Attendance is encouraged in person or via videoconference or teleconference. She distributed the DCH Interpretive Guidelines for Co-Occurring, Substance Disorders, and Person Centered Planning. The guidelines were reviewed, and Kim confirmed if each affiliate has the required information available. The most current version of the Clinical Services policy was also distributed for review. Kim will send electronic notification of any plan of correction evidence that may be outstanding.			
Follow-up	ACT	Kim checked the status of the ACT programs in Gratiot and Manistee-Benzie. Chip reported Manistee-Benzie CMH has contracted with Kalamazoo CMH. Gratiot CMH is searching for another program interested in contracting with them. Discussion ensued regarding the need to identify active ACT clients.	Kim will check with DCH to confirm if the CMHSP's need to be actively serving identified clients.		

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	Updates	Ionia CMH and Manistee-Benzie CMH report good CARF reviews.			
	Next Meeting	Kim stated she has a conflict with the July 18 meeting date. Discussion ensued.	The next meeting will be Friday, August 1, 9:00 AM to 12 Noon, at CEI CMHA in Conference Room G11-C.		