

**Affiliation Compliance Committee**  
Meeting Minutes

DATE: August 1, 2008		PRESENT: (please * note-taker)		cc: Committee Members	
FACILITATOR: Kim Zimmerman		Toby Bayless	Cindy Ingersoll (via VC)	Toby Bayless	Cindy Ingersoll
		Lynn Charping	George Ott (via VC)	Lynn Charping	George Ott
		Sally Culey	Kim Zimmerman	Sally Culey	Kim Zimmerman
		Debbie Heinze*	Stefanie Zin	Debbie Heinze	Stefanie Zin
<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	Technical Requirement	Sally requested discussion of Irene Kazieczko's memo of February 13 regarding the technical requirement for behavior treatment plan review committees. Prone restraint was questioned, but not addressed. It was noted Mike Head considers it "organized violence".	No change in procedures made to date.		
Ongoing	CMHAMM 2007 Delegation Grid	Kim noted the delegation grid was created several years ago, to be reviewed annually. The clinical and non-clinical have been combined. The group reviewed each section.	Kim will clarify areas questioned and request the PIHP site reviewers cite the section of the BBA that is pertinent. "PIHP Compliance Committee" references will be changed to "Affiliation Compliance Committee". Kim will bring back the final revised form.		
New	Summary of Findings Format	Kim distributed the example format for the PIHP DCH site review report for 2008. The form is to be used to submit a plan of correction. In addition, procedure 1.7 PIHP Site Reviews was distributed.	Toby suggested a column for the date of follow-up review. The form will be placed on the web site main page or evidence collection page. The goal will be to complete responses electronically.		

<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	UM & Provider Network	The group discussed quarterly or twice a year reporting by the UM and Provider Network PIHP Liaisons to the Affiliation Compliance Committee.	Kim will contact Paul Duff and Andrew Hewat to schedule the reporting.		
New	Future Meeting Times	The group discussed the order of meeting groups for future meetings	Kim will discuss this issue with the UM and QI groups, and send a notice of the outcome.		
	Next Meeting	The next meeting will be Friday, September 19, 1:30 PM to 4 PM in Conference Rooms G-11 A & B.			