

**Affiliation Compliance Committee**  
Meeting Minutes

DATE: November 14, 2008	PRESENT: (please * note-taker)	cc: Committee Members
FACILITATOR: Kim Zimmerman	Mary Pat Allen (via VC)      Andrew Hewat Joe Balberdie (via VC)      Cindy Ingersoll (via VC) Toby Bayless                      Susan Kilgore (via VC) Lynn Charping                    George Ott (via VC) Sally Culey                         Kim Zimmerman Paul Duff                             Stefanie Zin Debbie Heinze*	Toby Bayless                      Cindy Ingersoll Lynn Charping                    George Ott Sally Culey                         Kim Zimmerman 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	Demonstration of DCH Evidence Gathering Tool	Kim explained the electronic evidence gathering tool. Susan did a demo of the tool & answered technical questions. Kim stated the CMH's can begin adding narrative now. Evidence can be uploaded by November 21.	Affiliate Compliance Officers		
Ongoing	2008 DCH Plan of Correction	Kim distributed copies of the revised Plan of Correction. She reviewed the document with the group, and noted the re-wording. Andrew presented a sample letter to be used in conjunction with Interagency Agreements.	Each CMH will maintain a list of agencies sent the letter re: Interagency Agreements. Kim will send notification when the Plan of Correction is approved by DCH	Nov. 21	
New	PIHP 2008 UM/QI/Provider Network Findings	Kim announced the site reviews are complete. She distributed the site review grid with recommendations added to the document. Plans of correction will be added as they are received.	Kim will send updates, with dates, electronically as she receives them.		
New	Medicaid Reimbursed Respite	Cindy summarized the information received at the Customer Services & Fair Hearing Officers training Sept. 22. She noted home help providers are not eligible to receive Medicaid funded respite payments. Discussion ensued, as this has not been general knowledge throughout the CMHSP system.	All affiliates must ensure the ruling is being implemented consistently. The UM work group will update the Practice Guidelines to contain this information.		

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Follow-up	Agenda Review Grid	Kim provided revised copies of the grid containing the agenda items to be reviewed annually.			
New	Compliance Plan Review	Kim reviewed the 2008 Affiliation Compliance Plan with 2009 updates.			
New	HSAG State Wide Summary of Findings	Kim announced the summary, which compares all PIHP's, is available from her by request.			
Follow-up	HAB Waiver Certifications	Kim updated the group on the status of required signatures on the HAB waiver certifications.	Local CMH coordinators, as appointed representatives, may sign the electronic submissions. Kim will issue a letter to this effect.		
	Next Meeting	The next meeting will be Friday, January 9, 2009, in Conference Room G-11 C.			