

CMHAMM
Work Group Meeting Minutes

<p>WORK GROUP NAME: <u>Affiliation Compliance Committee</u></p> <p>LOCATION OF MEETING: <u>CMHA-CEI</u></p> <p>DATE: <u>May 8, 2009</u></p>	<p>PRESENT AT MEETING: (please identify the note-taker)* Lynn Charping, Gratiot CMH Sally Culey, Ionia CMH George Ott, Manistee-Benzie CMH Kim Zimmerman, Affiliation Stefanie Zin, CEI CMH Debbie Heinze, Affiliation*</p> <p><u>Guest(s):</u> Paul Duff, CEI CMH</p>	<p>cc: Work Group Members (list names of members and CMHSP they represent) Toby Bayless, Affiliation Lynn Charping, Gratiot Sally Culey, Ionia Cindy Ingersoll, Newaygo George Ott, Manistee-Benzie Kim Zimmerman, Affiliation Stefanie Zin, CEI</p>
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Topics Discussed (identify the workgroup charge being discussed)	Discussion/Decisions (Provide details on member discussion and any decisions/recommendations being made)	Action To Be Taken/Responsible Party To Complete Action:	Due Date of Action:	Status (Identify if charge is completed, in progress or if there are barriers to completing)
HSAG Review	Kim reported a call from HSAG reviewers following the site visit regarding Standard IV: Staff Qualifications. HSAG is requesting this be in the QI Plan or a policy; this will be cited as partially met. Kim was also notified that HSAG disagrees with CMHAMM's definition of a denial, which may result in a recommendation.	Following receipt of the draft HSAG report, these issues will be addressed.		Pending
Evidence for DCH Site Review	Kim distributed copies of the site review Corrective Action Plan, and pulled up the CMHAMM web site evidence collection tool. The group problem solved technical uploading issues. Kim reviewed the Plan, noting the areas with missing evidence.	Errors in uploaded evidence must be removed by Joe Balberdi (in Newaygo). The missing evidence needs to be completed as soon as possible.	05/15/2009	Ongoing
Delegation Grid	Kim provided copies of the CMHAMM 2009 Delegation Grid and reviewed the revisions.			Complete

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Affiliation Policies & Procedures	Procedure 1.3 Policy & Procedure Development & Review was reviewed by Kim with the recent revisions. Kim reviewed the new procedures, 2.6 Co-Occurring Disorders & 2.7 Behavior Treatment Plan Review Committees.			Complete
CMHAMM Practice Guidelines	Kim reported HSAG reviewers viewed the CMHAMM Practice Guidelines as service selection guidelines, & expected to see operating practices. Kim stated sub-sections will be added to the existing Practice Guidelines for additional resources, evidence based practices, contracts, etc. which will be accessible on the CMHAMM web site. The web site "Practice Guidelines" button will contain links for "EBP", "Promising Practices", "DCH Contract Attachments", "Current Updates to Service Selection Guidelines" & "Technical Advisories" with each link indicating the date of the most recent update.	Julie Dowling will request lists of Evidence Based & Promising Practices from all affiliates during the May 21 IPLT meeting. Kim will obtain the information for the remaining links. Following the information gathering, the web site will be updated.		Ongoing

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Advisory & Decision Making	Kim distributed the CMHAMM Advisory & Decision Making Guidelines/Process which was revised on 02/10/09. The document defines the roles of Affiliation positions & groups.			Complete
Next Meeting		Kim will issue a notice of the next meeting date, time & location.	07/2009	