

CMHAMM
Work Group Meeting Minutes

WORK GROUP NAME: <u>Affiliation Compliance Committee</u>	PRESENT AT MEETING: (please identify the note-taker*) Toby Bayless, Affiliation Lynn Charping, Gratiot Sally Culey, Ionia Cindy Ingersoll, Newaygo George Ott, Manistee-Benzie Kim Zimmerman, Affiliation Stefanie Zin, CEI Debbie Heinze, Affiliation* <u>Guest(s):</u>	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
LOCATION OF MEETING: <u>CMHA-CEI</u>		
DATE: <u>July 10, 2009</u>		

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)
DCH Site Review Follow-up	Kim distributed copies of the plan of correction submitted to DCH, and reviewed it with the group.	Kim will send the plan to compliance officers electronically. She will also consult with Susan Kilgore regarding placing a link on the evidence page of the Affiliation web site to be able to access plans of correction.		Ongoing
HSAG Reviews	Kim is ready to send the HSAG plan of correction now due to her upcoming vacation when the submission is due. She noted there were no findings during the Performance Measure Validation review.	When Liz returns from vacation, Affiliation policies/procedures will be created and sent with a follow-up technical advisory.		Ongoing

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PIHP Annual Site Reviews	Kim has held one meeting to prepare for the annual PIHP site reviews. Desk audits are planned, except Performance Indicators, which will be on site per Paul Duff's request. CEI's review will be the end of August, with the remaining affiliates in September.	Kim will send out updated forms, timelines, needs, etc. when Liz returns from vacation. George requested a schedule to have appropriate staff available.		Ongoing
ARR Ongoing Monitoring		Tabled to next meeting		
Ionia Compliance Issues	Sally reported conducting a compliance review with a home provider.	Home provider's contract was terminated.		Complete
Newaygo Compliance Issues	Cindy reported the mother of a child receiving services has refused to sign a treatment plan with measurable goals. Consultation discussion ensued.	The child's services will be terminated unless, or until, the mother agrees to sign the plan.		Complete

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Affiliation Web Site	Kim gave a tour of the CMHAMM web site on screen.			Complete
Next Meeting		The next meeting of the Affiliation Compliance Committee will be September 25, 2009 at CMHA-CEI in Conference Rooms G-11 A & B.		