

Present (please check) Please circle note-taker		CMHAMM Work Group Meeting Minutes DATE: 7/28/10 LOCATION: Video/Phone conference WORK GROUP NAME: Information Services		cc: Team members Chuck Dougherty Joanne Holland Scott Overfield Lori Richardson Brenda Monk Deborah Cline Randy Betts John Sytek Katherine VanZwoll Fred Feiger			
X	Joanne (notes)					X	S. Kilgore D. Cline R. Betts
X	John S. Scott O.					X	Brenda M Fred F
X	Lori R.					X	Katherine Chuck D.
Guests: <input checked="" type="checkbox"/> Melissa G. <input type="checkbox"/> . <input checked="" type="checkbox"/> Joe B. <input type="checkbox"/>							
Topics Discussed		Discussion/Decisions		Action/Responsible Party			
Video Conferencing Charge Form		<p>The work group members determined this should be an affiliation-wide project. There was agreement that the general charge should be to develop a recommendation for how video conferencing should be structured to meet the needs of the affiliation. This would include affiliation work group meetings, telemedicine and any other venue where video conferencing is being used. Chuck will develop a charge form and send to the group for feedback.</p> <p>A separate work group will be put together to identify these needs. The following people represent this group.</p> <p>CEI – Chuck Dougherty, Jason Mitchell, Melissa Grammatico Newaygo – Joe Balberde Gratiot: Scott Overfield Ionia: Lori Richardson Manistee-Benzie: Fred Feiger, Jamie Maddalena</p> <p>Areas to be addressed by the work group would also include evaluation of the equipment, communication lines, and current video capabilities.</p>					
Echo Discussion – IS CDT keeping up with the times		<p>CEI has been increasingly concerned with the direction of the Echo software. Chuck discussed the current state of the Echo software and how their products have not changed much since 2003. He recently attended software demonstrations given for Central Michigan CMH and it was apparent other software companies are moving much further ahead with integrating essential features. Several of the packages included e-prescribing, medical components, lab orders and document imaging. Chuck described some of the pros and cons of each of the vendors he observed.</p> <p>The group discussed whether they were happy with their current products or if they would want to evaluate current and future needs across the affiliation. The group was agreeable to conducting a needs analysis, which would include the current stakeholders. Chuck will present this for discussion at the August steering committee meeting.</p>					
Event Reporting		<p>Newaygo asked if CEI was developing an affiliation-wide incident reporting system. CEI is developing two products:</p> <ol style="list-style-type: none"> 1. Incident reporting system for CEI, Gratiot and Ionia, which will track all incidents and builds in a review process for those incidents that will be reported to DCH. 2. A PIHP Warehouse to collect incidents from each CMH 					

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				in the .xml format.		
				CEI will not be developing affiliation-wide incident reporting software. Newaygo and Manistee-Benzie will need to explore other options for producing the .xml file.		