

<p>Page 1 of 3</p> <p><b>Chair: Newaygo (Susan/Cindy)</b> Notetaker: Lynn Charping</p>	<p style="text-align: center;"><b>CMHAMM</b> <b>Work Group Meeting Agenda</b></p> <p style="text-align: center;"><b>Work Group: Quality Improvement</b></p> <p style="text-align: center;"><b>Date: 05/31/07</b> <b>Location: Crystal Mountain</b></p>	<p><b>cc: Team members</b> <input checked="" type="checkbox"/> = present</p> <p><input checked="" type="checkbox"/> Liz Holcomb, CEI  <input checked="" type="checkbox"/> Paul Duff, CEI  <input type="checkbox"/> Pamela Stants, CEI  <input type="checkbox"/> Stephanie Zin, CEI  <input checked="" type="checkbox"/> Lynn Charping, Gratiot  <input checked="" type="checkbox"/> Sally Culey, Ionia  <input type="checkbox"/> Chip Johnston, Manistee-Benzie  <input type="checkbox"/> Cindy Ingersoll, Newaygo  <input checked="" type="checkbox"/> Susan Kilgore, Newaygo  <input checked="" type="checkbox"/> Fran Jozefowicz, PIHP</p>
<p style="text-align: center;"><b>Topics Discussed</b></p>	<p style="text-align: center;"><b>MINUTES</b> <b>Discussion/Decisions</b></p>	<p style="text-align: center;"><b>Action/Responsible Party; Due Date; Status (complete or barriers)</b></p>
<p><b>1. Review &amp; approve 5/4/07 minutes</b></p>	<p>Susan will correct the spelling of Jim Wotring's name. Otherwise, the minutes were approved.</p>	
<p><b>2. Review &amp; approve today's agenda</b></p>	<p>Delete: #7 – performance indicators, #3 – CSR Group Charge</p>	
<p><b>3. CSRs Support – Group Charge</b>  <input type="checkbox"/> new <input type="checkbox"/> follow-up <input checked="" type="checkbox"/> ongoing</p>	<p>CSR Group charge has been assigned to Kim Z.</p>	<p>-Kim Z. will present the charge to the Steering Committee and the CSR Group.  - The CSR charge will be removed from the agenda.</p>
<p><b>4. June 7 &amp; 8/2007 DCH Site Review</b>  <input type="checkbox"/> new <input checked="" type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>	<p>Liz presented a draft procedure regarding Health and Safety – Infection Control. The procedure includes updates such as personal care items, tb, and universal precautions. The scope includes direct and contract service providers.</p> <p>Evidence of compliance collection – Inpatient screening documentation has been received from all affiliates. Jail diversion training documentation is needed from Newaygo.</p>	<p>- Fran will facilitate getting Toby's signature of approval and posting the procedure on the web-site.</p>
<p><b>5. HSAG Site Visit CAP Update</b>  <input type="checkbox"/> new <input checked="" type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>	<p>The state average score is 86%. CMHAMM scored 87%. The POC is due by 6/18/07 – the goal is 6/15/07. A response is needed for each area that did not receive a score of 100%.</p> <p>Advanced Directives – Discussion re: AD training presented by Ionia CMH for consumers and guardians.</p> <p>The handbook is ready to go to the printer.</p> <p>Local appeals/grievances – an excel spreadsheet is being developed for consistent documentation.</p> <p>Essential Learning – Training for advanced directives is being developed for use by CMH staff.</p>	<p>- Affiliates will be contacted for information if needed.  - Paul will send an e-mail for the POC regarding performance indicators.</p> <p>- Liz will incorporate medical and psychiatric requirements into one Advanced Directives policy.  - Sally will e-mail AD training materials to affiliates.</p> <p>- Stephanie is completing final updates to the handbook.</p> <p>- Liz will create a format for use by all affiliates.</p> <p>- Liz and Cindy are working on creating a training for the Essential Learning program.</p>
<p><b>6. Medicaid Provider Manual Changes</b>  <input checked="" type="checkbox"/> new <input type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>	<p>The group reviewed comments prepared by Cindy and Chip. One response will be forwarded to DCH on behalf of CMHAMM. All comments should be sent to Bob Sheehan by 6/1/07. The timeline for submission is 6/8/07.</p>	<p>- Bob Sheehan will submit a response to DCH by 6/8/07.</p>
<p><b>7. Performance Indicators</b>  <input type="checkbox"/> new <input checked="" type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>	<p>Deferred to 6/22/07 meeting.</p>	
<p><b>8. Standards Group Access Guidelines</b>  <input checked="" type="checkbox"/> new <input type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>	<p>Deferred to 6/22/07 meeting.</p>	

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<p><b>9. Mystery Shopper Project Status</b>  <input type="checkbox"/> new <input checked="" type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>	<p>The schedule for reporting to the QI group will be coordinated with Kim Z. Topic will be place on the 6/22/07 agenda.</p>	
<p><b>10. Local QI Issues for Group Discussion</b>  <input type="checkbox"/> new <input type="checkbox"/> follow-up <input checked="" type="checkbox"/> ongoing</p>	<p>None</p>	
<p><b>11. Local Compliance Issues for group discussion</b>  <input checked="" type="checkbox"/> new <input type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>	<p>CEI has developed a training for managers on compliance regulations. The CD will be made available to affiliates.</p>	<p>CEI will share the training CD with the affiliates.</p>
<p><b>12. Other:</b>  <input checked="" type="checkbox"/> new <input type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>	<p>None</p>	
<p><b>13. Next Meeting Date/Time for June</b></p>	<p>6/22/07 @ Gratiot CMH, 9 - 12</p>	<p>Lynn will be acting Chairperson for the meeting.</p>