

<p>Page 1 of 3</p> <p>Chair: Newaygo (Susan/Cindy) Note taker: Cindy</p>	<p align="center">CMHAMM Work Group Meeting Minutes</p> <p align="center">Work Group: Quality Improvement</p> <p align="center">Date: 11/02/07 9:00am - Noon Location: Ionia CMH</p>	<p>cc: Team members <input checked="" type="checkbox"/> = present <input type="checkbox"/> Liz Holcomb, CEI <input type="checkbox"/> Paul Duff, CEI <input type="checkbox"/> Pamela Stants, CEI <input type="checkbox"/> Stephanie Zin, CEI <input type="checkbox"/> Lynn Charping, Gratiot <input type="checkbox"/> Sally Culey, Ionia <input type="checkbox"/> Chip Johnston, Manistee-Benzie <input checked="" type="checkbox"/> Cindy Ingersoll, Newaygo <input checked="" type="checkbox"/> Susan Kilgore, Newaygo <input checked="" type="checkbox"/> Kim Zimmerman, PIHP</p>
<p align="center">Topics Discussed</p>	<p align="center">Agenda Discussion/Decisions</p>	<p align="center">Action/Responsible Party; Due Date; Status (complete or barriers)</p>
<p>1. Review & approve 10/19/07 minutes</p>	<p align="center">Approved</p>	<p>Susan</p>
<p>2. Review & approve today's agenda</p>	<p>Additions made to agenda</p>	<p>Susan</p>
<p>3. June 7 & 8/2007 DCH Site Review <input type="checkbox"/> new <input checked="" type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>	<p>Group review of Site Review Protocols and Interpretive Guidelines.</p> <ul style="list-style-type: none"> • Submit Documentation of Section A and B1. Services – General to Kim Z in Word • –Mt Pleasant memo – 	<p>All – 15 minutes</p> <ul style="list-style-type: none"> • We are not meeting timelines. Forward to Kim Z as you complete. Kim will be sending a timelines for completion. Ultimately this will be available on the CMHAMM website with proofs and will be password protected. Each board will be able to update their own documents. Looking at multiple ways to complete ASAP. • Letter states need for planning by all boards to get residents out. Admission restrictions exist. Site review protocols will contain review of boards ability to provide community supports to increase discharges.
<p>4. QISMC Project - ACT <input type="checkbox"/> new <input type="checkbox"/> follow-up <input checked="" type="checkbox"/> ongoing</p>	<ul style="list-style-type: none"> • Review of Current QISMC Data/Report 	<p>Liz - 15 minutes - ACT coordination of Care data due through September. New project to be developed.</p>
<p>5. QISMC Project - NEW <input type="checkbox"/> new <input type="checkbox"/> follow-up <input checked="" type="checkbox"/> ongoing</p>	<p>Project Development</p> <ul style="list-style-type: none"> • QHP contacts information • Renwick Disks-May not be necessary • Other- 	<p>Liz - 20 minutes</p> <p>Liz discussed plans for Physician Education event to be available to boards through video conferencing. Meals to be served. Eli Lily has materials and funding for meals., First topic to be physical health and mental health co-morbidity. This to be added to QI plan</p>
<p>6. Medicaid Verification <input type="checkbox"/> new <input type="checkbox"/> follow-up <input checked="" type="checkbox"/> ongoing</p>	<ul style="list-style-type: none"> • Review of Current Medicaid Verification Data/Report – • Local Appeal- 	<p>Liz/Paul – 20 minutes Annual report is good</p> <p>CEI presently reviewing appeal by consumer family requesting services</p>

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		<p>provided by the school be provided at home with CMH funds. School services contained in the Medicaid Manual include targeted case management, psychologist, Speech, OT, PT. DRA, Medicaid Manual, Rehab Act of 1973 discuss coordination of care and inability to provide duplicative services. Question when this will become a possible payback issue and how to get schools to provide mandated services.</p>
<p>7. Record Review <input type="checkbox"/> new <input type="checkbox"/> follow-up <input checked="" type="checkbox"/> ongoing</p>	<ul style="list-style-type: none"> • Review of Annual Record Review Data/Report- • Affiliate Plans for PIHP Submission (one clinician per year). Agreed to by all. 	<p>Susan – 20 minutes Susan to complete final data check. ANYTHING LEFT BLANK WILL BE COUNTED AS A ZERO. Everyone agreed to submit electronically.</p>
<p>8. Electronic Level of Care Review Project <input type="checkbox"/> new <input checked="" type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>		<p>Paul – 10 minutes Everyone agreed to need and requested target date for completion.</p>
<p>9. QIWG Reporting Grid Review <input type="checkbox"/> new <input type="checkbox"/> follow-up <input checked="" type="checkbox"/> ongoing</p>	<p align="center">Review next meeting</p>	<p>Susan –</p>
<p>10. Local QI Issues for group discussion <input checked="" type="checkbox"/> new <input type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>		<p>All - 10 minutes M-BCMh has added Mr. Ott to assist Chip Ionia has updated all goals and will share with all. NCMH has begun not printing single signature documents. Lag time reports showing decrease in time between contact and note in electronic record.</p>
<p>11. Local Compliance Issues for group discussion <input checked="" type="checkbox"/> new <input type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>		<p>All - 10 minutes Remove from Agenda and move to Compliance Committee. Paul needs plans of correction. Git 'er done.</p>
<p>12. Other <input type="checkbox"/> new <input type="checkbox"/> follow-up <input type="checkbox"/> ongoing</p>		<p>Grievance and Appeal quarterly report-Quarterly to Liz report any Q&A completed within the quarter. Due the 15th of the month following the end of the quarter. Send to Hammack@CEI.org</p>
<p>13. Next Meeting Dates/Times for January</p>		<p>Next meeting at QI conference in December at Kellogg Center.</p>

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<p>Affiliation Satisfaction Surveys Reminder Referral Source - September Contractor - September Open Case - October QISMC ACT data was due October 15 to Liz/Lynn</p>		