

CMHAMM
Work Group Meeting Minutes

WORK GROUP NAME: <u>Self Determination Workgroup</u>	PRESENT: (please circle note-taker) Julie Dowling, George Ott, Terry Ekkens, Sue Poindexter, and Kim Zimmerman (notetaker)	cc: Work Group Members (list members' names) Mike Hetzman (Gratiot), Sue Pointdexter (Gratiot), Julie Dowling (Ionia), Sandy Pallera (Ionia), Ingemar Johannson (M/B), George Ott (M/B), Tom Knudtson (CEI), Mary Ellen Papes (Newaygo), Terry Ekkens (Newaygo), Kim Zimmerman (Affiliation Staff)
LOCATION: <u>CEI CMH</u> <u>(videoconference)</u>	Guest(s):	
DATE: <u>November 12, 2008</u>		

New, Follow-up, Ongoing	Topics Discussed	Discussion/Decisions	Action/Responsible Party	Due Date	Status (complete, barrier to completion)
New	Develop an SD Workplan to ensure compliance with Policy, ARR and PPG's	Reviewed the Draft Self Determination Workplan, dated 11/12/08 and made modifications as follows: Item #1: "Affiliation SD/PCP policy ..."; Change of implementation date: for "b" to January 2009 Item #2: Drop "d", potentially incorporate into #7 training(s) Item #3: At this point, we are recommending utilizing the addendum process rather than "shift funds...without prior approval." Question if the issue is related to the budget approval process...verses the PCP process?" Amount Scope Duration is the issue. Kim has a meeting with Mike Head (with S-D standards group) on December 17 th and will seek clarification. Item #4: add something into the self-determination brochure addressing the issue of what is a budget and how to utilize it. Change implementation Date: 10/1/09	Workgroup Kim Zimmerman to make updates before next meeting	Update by next meeting date	N/A

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		<p>Item #5: Kim will bring concerns to CEO. George will look for the feedback Dave provided previously. Each CMHSP will assure that each person involved in Self-Determination has all the types of agreements recommended in the TA in place. Timeframe from completion: 6/09</p> <p>Ionia will check with Dave Short to see if he is still recommending the agreements he originally wrote</p> <p>Item #6: Process: Intake and at annual Person/Family Centered Planning; Timeframe: ongoing</p> <p>Item #7: S-D procedure will be developed to reflect that each CMHSP will provide the training and evidence of evaluation.</p> <p>Item #8: The second item will be captured by each person receiving the brochure related to self-determination. The other items can be captured in progress notes and periodic reviews and the QOL/Self</p>			

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		<p>Determination Measurement Tool. This is not EXACTLY what they are seeking in the standard, but we recommend rolling with it. Implementation Date: June 2010</p> <p>Item #9: "b" Each CMH will report monitoring of FI performance to S-D workgroup. Timeframe: 10/2009</p> <p>Item#10: Timeframe: Timeframe 10/2009</p> <p>Item #11: add to brochure: Language "any qualified provider" Timeframe: 06/09.</p> <p>Item #12: See #5</p> <p>Item #13: Kim will add to procedure that each CMH will have a process for assuring the that MA qualifications for providers meet standards through Choice Voucher and FI process; Contract process is already capturing others. Timeframe: a) ongoing b) June 2009</p> <p>Item #14: Quality and Competency reviews for all contractors; FI verifies services through timesheet</p>			

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		process; Review of periodic reviews and progress notes for effectiveness; could be randomly selected for record reviews. PPG related issues.....?????			
New	Develop workplan for Person Centered Planning to ensure compliance with Policy and ARR	#1: pcp/self-determination brochure individually explained pre-planning PCP training (open to all) Audio version? #2: add to peer support specialist to pre-planning form? Add to annual brochure or consumer handbook. Implementation: 2-3 years #3: Option is always available; Training is available; Obtain listing of independent facilitators. IN SERVICE AREA is an issue #4: PCP form....handbook #5: prompt on progress note; satisfaction surveys; pcp forms.....measurement on aggregate?	Workgroup Kim Zimmerman to update before next meeting	Update to be completed by next meeting	N/A

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		<p>#6: satisfaction surveys; WHAT THE HECK?</p> <p>#7: offer annual trainings</p>			
	Next Meeting	<p>Date: January 28, 2009 (subject to change if final ARR and PPG's have not yet been released)</p> <p>Time: 1:00pm to 3:00pm</p> <p>Location: CEI CMH</p>	N/A	N/A	N/A