

Mental Health

PROGRAM/PLANNING & QI COMMITTEE

MINUTES

Tuesday

DECEMBER 4, 2001

PRESENT: Edward Berghorst, Joyce Kortman, James Mc Dowall, Kristine Nale, Veronica Persenaire

ABSENT: Mark Bombara

STAFF: Gerry Cyranowski, Sue Buist, Gloria Pelon

CALL TO ORDER - Chairperson

Veronica Persenaire, Chairperson called the December 4, 2001 meeting to order at 12:32pm.

APPROVAL OF MINUTES of November 6, 2001

Motion: To approve the Minutes of November 6, 2001.

Moved by: Berghorst

Supported by: Mc Dowall

MOTION CARRIED

APPROVAL OF AGENDA of December 4, 2001

Motion: To approve the Agenda for December 4, 2001.

Moved by: Mc Dowall

Supported by: Berghorst

MOTION CARRIED

CMH STAFF PRESENTATION

Discussion Item: Future Education/Staff Presentation Topics

The following educational/presentation topics were recommended:

- CMH Funding
- Corporate Compliance (complying with regulations and legal requirements)
- HIPAA/Health Insurance Portability and Accountability Act (information and requirements)
- Competency and Privileging Process
- Alliance Issues
- Psychiatric Perspective on Mental Health (presentation by Dr. Salva)
- Consumer Services (how does CMH present itself in the community)
- Affordable Housing (rules and regulations; seed money)
- Consumer-Run Programs and Services
- Prevention: Community Outreach
- Services to Minorities
- Clinical Requirements Relative to Medical Records Documentation

Mr. Cyranowski and Ms. Buist will develop a format and schedule from the above list. The next presentation will be at the January 8, 2002 Program/Planning & QI Committee meeting.

QUALITY IMPROVEMENT

Consumer Advisory Committee

Mr. Cyranowski reviewed and answered questions regarding the Consumer Advisory Committee December, 2001 Report.

This is a seven (7) member committee which meets every other month.

Staff Development Committee

Mr. Cyranowski reviewed and answered questions regarding the Staff Development Committee December, 2001 Report.

This is an eight (8) member committee which meets quarterly. This committee makes recommendations to the Leadership Group.

Medical Records Committee

Mr. Cyranowski reviewed and answered questions regarding the Medical Records Committee December, 2001 Report.

This is a committee which has six to eight members, meets monthly and performs an audit of the medical record.

Ms. Kortman reiterated her feelings on how important it is for CMH to have an electronic medical records system. Ms. Buist stated that a comprehensive proposal has been written and approved by the Leadership Group. This proposal will be presented to the MIS Department.

Mr. Cyranowski noted that management needs to be mindful that DCH continues to add requirements for documentation in the medical record, expecting full compliance, while keeping costs down.

It was noted that CMH clinical staff may benefit from attendance at a time management training.

Clinical Privileging

Mr. Cyranowski reviewed and answered questions regarding the request for professional privileging for Contractual Psychologist: Paul W. Hyink, Ph.D.

Motion: To recommend to the CMH Board the following Licensed Independent Practitioner be privileged:

Paul W. Hyink, Ph.D.

Moved by: Mc Dowall

Supported by: Berghorst

MOTION CARRIED

Performance Improvement Plan for 2002

Mr. Cyranowski reviewed and answered questions regarding the Performance Improvement Plan for 2002.

Motion: To recommend to the CMH Board to approve the Performance Improvement Plan

for 2002 as presented.

Moved by: Berghorst
Supported by: Mc Dowall
MOTION CARRIED

Committee members emphasized the importance of cultural competence and were pleased to see the efforts as noted in the Performance Improvement Plan.

PLANNING

Mr. Cyranowski shared that a meeting will be held on December 6, 2001, with all CMH supervisors, regarding the accumulation of Medicaid funds from previous years. He explained that ideas will be gathered at this meeting. These are one time funds, therefore can not be used to start up services that would require a funding source in subsequent years, but could be used for such things as the purchase of major equipment items, environmental modifications or, perhaps, consumer-run programs.

OLD BUSINESS

None

NEW BUSINESS

None

ROUND TABLE

Ms. Kortman wondered if it would be possible to obtain information from the Michigan Association of Community Mental Health Boards (MACMHB) regarding upcoming conferences. It was noted that many conferences are missed by CMH Board members due to scheduling conflicts and it would be very helpful to have two to three months advance notice for upcoming conferences.

Ms. Buist noted that the information is available on the web site. Ms. Pelon will attempt to obtain this information and forward to all CMH Board members.

ADJOURNMENT

Ms. Persenaire adjourned the December 4, 2001 meeting at 1:55pm.