

Mental Health
PROGRAM/PLANNING & QI COMMITTEE
MINUTES
Tuesday
JULY 2, 2002

PRESENT: Edward Berghorst, Mark Bombara, Joyce Kortman, Kellye Slaggert, Kristine Nale, Veronica Persenaire

STAFF: Sue Buist, Gloria Pelon

CALL TO ORDER - Chairperson

Veronica Persenaire, Chairperson called the July 2, 2002 meeting to order at 12:34pm.

APPROVAL OF MINUTES of June 4, 2002

Motion: To approve the Minutes of June 4, 2002.

Moved by: Berghorst

Supported by: Kortman

MOTION CARRIED

APPROVAL OF AGENDA of July 2, 2002

Motion: To approve the Agenda for July 2, 2002.

Moved by: Slaggert

Supported by: Berghorst

MOTION CARRIED

CMH STAFF PRESENTATION

Due to scheduled vacations, no presentation for the month of July.

QUALITY IMPROVEMENT

Medication Committee - Performance Indicators

Ms. Buist reviewed and answered questions regarding the Medication Committee July 2002 Report.

As a member of the Medication Committee, Ms. Cheri Parks was also available to answer committee members' questions.

Committee members had questions concerning the lower than benchmark percentages for *Medication Consent Present*. It was explained that due to the resignation of a nurse, there were

gaps in nursing coverage. Now that the position has been filled, this Indicator should show improvement in the next report.

Utilization Management Committee - Performance Indicators

Ms. Buist reviewed and answered questions regarding the Utilization Management Committee July 2002 Report.

It was noted that hospital admissions and length of stay has increased steadily over the past several months. The Utilization Committee has recommended that the Executive Team begin to explore all aspects of care for high risk consumers. Specific areas to be looked at are all services relating to crisis, authorization and prevention of hospitalization.

Update: Clinical Care Committee

Ms. Buist provided an update on the status of the Clinical Care Committee. This committee met for the first time on Wednesday, June 26, 2002. Ms. Buist noted that of the ten medical records selected for review, four were reviewed by the committee. In this medical record review, the committee is looking at best practices. Also discussed at this initial meeting was concerns of consumers who are using the HelpLine excessively and making recommendations for more effective treatment interventions.

The Clinical Care Committee meets monthly; among other things, this committee reviews randomly selected medical records. Next month the committee will review medical records from the ACT (Assertive Community Treatment) team.

Ms. Buist stated that after three months, the Clinical Care Committee will submit a quarterly report.

PLANNING

Staff Development Plan for 2002

Ms. Cheri Parks reviewed and answered questions regarding the Staff Development Plan for 2002.

Ms. Parks explained that a needs assessment is completed receiving input from supervisors, Quality Improvement, Leadership Group and the Executive Team. Priorities are set and the Staff Development Plan is forwarded to the Leadership Group for approval.

Currently ten CMH staff are attending a training on substance abuse. This training is on site, four hours per week, nine months in duration.

Ms. Buist stated that CMH staff on the Child Team receive 24 hours ongoing training annually, noting that this is a state requirement for any staff providing child and/or family services. Ms. Buist noted that training records are compiled on all CMH staff and included in the annual performance evaluation process.

OLD BUSINESS

None

NEW BUSINESS

Ms. Persenaire stated that due to schedule conflicts, the Program/Planning & QI Committee's

August meeting will need to be rescheduled.

Therefore, the **Program/Planning & QI Committee will meet on Tuesday, August 20, 2002 at 12:30pm.**

ROUND TABLE

Mr. Bombara questioned as to whether there were any updates regarding the AFP process. Ms. Buist stated that the deadlines of July 1, July 15 and August 1, 2002 have all been met. Everything was delivered to Judy Webb and notification of receipt was given. Ms. Webb will be visiting in July or August; no definite date has been released.

Ms. Buist stated that she is optimistic that we have met all requirements.

ADJOURNMENT

Ms. Persenaire adjourned the July 2, 2002 meeting at 2:03pm.