

# PROGRAM/PLANNING & QI COMMITTEE

## MINUTES

### Tuesday

APRIL 1, 2003

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

EXCUSED: Veronica Persenaire

STAFF: Gerry Cyranowski, Gloria Pelon, Jennifer Luzum

#### CALL TO ORDER - Chairperson

Mark Bombara, Chairperson called the April 1, 2003 meeting to order at 12:30pm.

#### APPROVAL OF MINUTES of March 4, 2003

Motion: To approve the Minutes of March 4, 2003.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

#### APPROVAL OF AGENDA of April 1, 2003

Motion: To approve the Agenda for April 1, 2003.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

#### CMH STAFF PRESENTATION

Ms. Betty O'Rourke, Program Supervisor, Services to the Developmentally Disabled and Lynne Doyle, Program Coordinator of Clinical Services, distributed information, provided an overview and answered questions regarding School to Community Transition.

Ms. O'Rourke reviewed the following documentation:

- Major Federal Legislation Affecting School-to-Community Transition
- Michigan Mental Health Code 330.1227 and Contract Attachment P 6.8.5.1 - School to Community Transition Guideline
- Seven Best Practices in School-To-Community Transition Programs

Ms. Doyle reviewed the local practices; stating that she currently is a member on the Community Transition Council, which meets once a month to once every other month.

Ms. Doyle shared that the Community Transition Council has participated in projects such as Transition Resource Fair. This consisted of multiple agencies presenting relative information. The first year 300 were in attendance; and, last year, approximately 200 were in attendance. Another

accomplishment was the development of a Resource Guide, which assists with transition planning. Ms. Doyle noted that the Community Transition Council is working towards obtaining community input to assist in gaps in services and is in the process of developing a survey.

Ms. Doyle commented that she is invited to Individualized Education Plans (IEP's) from area schools and her role is to educate on services available and eligibility requirements.

Ms. Kortman requested that a list of the services and the eligibility requirements be prepared and distributed to the full CMH Board; as well as the Resource Guide 2002. Ms. O' Rourke will provide this information to Ms. Pelon so it can be included in the April 28, 2003 CMHOC Board Packet.

Mr. Cyranowski stated that upcoming educational presentations will also offer more information.

Committee members expressed their appreciation of the information presented.

### QUALITY IMPROVEMENT

#### **Medication Committee - Performance Indicators**

Mr. Cyranowski reviewed and answered questions regarding the Medication Committee April 2003 Report.

Mr. Cyranowski stated that he is working with Mr. Hofman regarding options for future reporting on all Performance Indicators and will come back to this committee with recommendations.

#### **Clinical Care Committee - Performance Indicators**

Mr. Cyranowski reviewed and answered questions regarding the Clinical Care Committee April 2003 Report.

It was noted that the Clinical Care Committee has initiated a process to develop more specific criteria for involvement in a medication services only program. The preliminary findings have been reported to the Leadership Group. A chart review process has been initiated. A final data analysis and recommendations are not available until the review process is complete. Information will be available at the next quarterly report.

#### **Utilization Management Committee**

Mr. Cyranowski reviewed and answered questions regarding the Utilization Management Committee April 2003 Report.

Questions arose relative to statistics on recidivism not being reported and #3 of Comments and Recommendations. Mr. Cyranowski will discuss these questions with Mr. Hofman and provide an update at the May 6, 2003 Program/Planning & QI Committee Meeting.

### PLANNING

#### **Discussion: Needs Assessment/Annual Plan**

Mr. Cyranowski reviewed and answered questions regarding the selected items from the Michigan Mental Health Code specific to the conduct of an annual needs assessment, plan, and budget. 330.1226 Board; powers and duties, Sec. 226.

Mr. Cyranowski proposes that the QI Unit, under the direction of Mr. Hofman, develop a template for a procedure to produce the Needs Assessment and Annual Plan.

It was emphasized that a needs analysis must be accomplished and to ensure community input with public and private agencies involvement.

Mr. Cyranowski stated that his goal is to have a coordinated plan by mid-May 2003 and to hold several meetings to gather community input. It is hopeful to have the Annual Public Hearing in June or July of 2003.

Ms. Kortman suggested that Mr. Cyranowski contact Mr. Mark Knudson on how to develop a needs assessment survey to use as a research tool.

Mr. Cyranowski expressed his appreciation for the recommendations and suggestions.

#### OLD BUSINESS

##### **Discussion: Revised Schedule for Continuing Education Topics 2003**

In Ms. Buist's absence, Mr. Cyranowski reviewed the revised Continuing Education Topics for 2003.

This revised schedule was very well received by the committee.

#### NEW BUSINESS

Mr. Cyranowski stated that MDCH has confirmed May 14, 2003 as the Stage 1 for the CMHOC site review. It will begin with the opening session on Wednesday, May 14, 2003 at 1:00pm, at Muskegon CMH; with an exit interview on Friday, May 23, 2003 at 10:30am.

Mr. Cyranowski stated that it will be an intensive survey. Four days will be in Muskegon; with three days in Holland.

Stage 2 of the process will occur four to six months after Stage 1. Tentative dates for the second phase is scheduled for September 18 and 19, 2003.

Mr. Cyranowski will keep the CMHOC Board of Directors apprised of all meetings.

Ms. Kortman requested information relative to actual costs for this survey.

#### ROUND TABLE

None

#### ADJOURNMENT

Mr. Bombara adjourned the April 1, 2003 meeting at 1:40pm.