

# PROGRAM/PLANNING & QI COMMITTEE

# MINUTES

## Tuesday

### NOVEMBER 4, 2003

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

EXCUSED: Gerry Cyranowski, Betty O'Rourke

ABSENT:

STAFF: Sue Buist, Greg Hofman, Gloria Pelon

CALL TO ORDER - Chairperson

Veronica Persenaire, Chairperson called the November 4, 2003 meeting to order at 12:30pm.

APPROVAL OF MINUTES of October 7, 2003

Motion: To approve the Minutes of October 7, 2003.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

APPROVAL OF AGENDA of November 4, 2003

Motion: To approve the Agenda for November 4, 2003.

Moved by: Slaggert

Supported by: Nale

MOTION CARRIED

CMH STAFF PRESENTATION

Renie Geary, Program Co-ordinator of Adult, Child and Family Services at CMHOC, distributed information, provided an overview and answered questions regarding Child and Family Services at CMHOC.

Ms. Geary noted the following services:

Services at Sheldon Pines School

One CMHOC clinician provides services 30 hours per week. Services include: weekly individual therapy, group therapy, consultation to staff and serves as liaison with planning when students are ready to return to their home school.

Services by the Family Intervention Team (FIT)

Provides outpatient family and individual therapy, group therapy, ongoing assessment and person centered treatment planning. Consumers who receive the above services may also qualify for: case management, psychological testing and assessment and psychiatric services. FIT therapists provide treatment in all four CMHOC outpatient offices.

Services by the Home Based Services Team

This team is dedicated to the treatment of children and families who meet the criteria for more intensive treatment. Case load is limited to 15 families. Services include individual and family therapy as well as case management. Psychological and psychiatric services are available as needed. Home Based Services is an outreach program which provides services in consumers' homes, schools, or other appropriate sites. Currently the Home Based Services Team consists of one clinician who carries a case load of 9.

Ms. Geary stated that she is involved with other community agencies, participating in meetings with the following:

Wraparound: Coordinated services, screening group comprised of staff from Wraparound, FIA, Family Juvenile Court, local schools and CMHOC.

Juvenile Court Resource Team: Hosted by Juvenile Court with one administrative staff person in attendance, as well as, placement specialty workers, sheriff deputy, probation officer and CMHOC staff person.

Juvenile Justice Institute: New program which started in October, 2003. Ms. Buist is a part of the screening committee.

Committee members were appreciative of the presentation and found it to be informative.

## QUALITY IMPROVEMENT

### **Behavior Management Committee - Performance Indicators**

Mr. Hofman reviewed and answered questions regarding the Behavior Management Committee October 2003 Report.

Mr. Hofman noted that this report reflects primarily adult DD consumers; and, at least one child.

### **Information System Committee - Performance Indicators**

Mr. Hofman reviewed and answered questions regarding the Information System Committee Quarterly Report.

Mr. Hofman noted that he was very pleased with this report, having reached 95 to 100% in key areas. He recognized support staff, supervised by Ms. Pelon, for all their efforts in collecting and entering the data.

He stated that the October 31, 2003 report was sent on time.

Mr. Hofman stated that meetings are scheduled with Creative SocioMedics on November 10 & 11, 2003. This is a first implementation meeting, to walk through CMHOC's business practices and to evaluate their product.

### **Clinical Care Committee**

Mr. Hofman reviewed and answered questions regarding the Clinical Care Committee November

2003 Report.

Ms. Buist noted that the report "The Case for Involving Family Member of SMI Consumers" was accepted by the CMHOC Leadership Group. This document provided support and implementation ideas to enhance the involvement of family members in treatment for consumers with serious mental illness. The committee will begin working on an implementation plan.

### **Annual Program Plan for 2003**

Mr. Hofman reviewed and answered questions regarding the Annual Program Plan for 2003.

Motion: To recommend to the CMHOC Board to approve the Annual Program Plan for 2003 as presented.

Moved by: Berghorst

Supported by: Bombara

MOTION CARRIED

Mr. Hofman explained that in August, 2003 MDCH sent documents that required completion. This was prior to the annual needs assessment forums which were scheduled for September, 2003.

Mr. Hofman noted that on page B5 - Assessment of Community Need - the information submitted in August, which was prior to the annual public hearing, was consistent with data collect at the public forums.

He also noted that on page B14 - the Number of Persons Served - showed a slight increase in what was expected to be served.

Mr. Hofman noted that the only current waiting list is : DD/Children's Waiver.

### **PCP Survey: MI & DD Consumers & Guardians**

Mr. Hofman reviewed and answered questions regarding the Person Centered Plan Survey of which responses were received from July through September 2003.

Mr. Hofman stated, all in all, very positive responses were received. There were 39 total responses.

### PLANNING

#### **Discussion: Needs Assessment - The Next Step**

Mr. Hofman stated that the committee needs to have time to review the data from the Needs Assessment and decide on what should be part of a plan of action.

Some of the issues in the Needs Assessment are:

- Service availability
- Transportation
- Housing
- Respite Services

In that the Needs Assessment was a community assessment, Ms. Buist stated that other people, agencies and organizations should be included in looking at the needs and what is available.

It was agreed that the first step would be to review a summary of the Needs Assessment. Then evaluate what CMHOC is currently doing, look at what CMHOC could do and where does CMHOC go from here.

Committee members requested that this issue be an agenda item at the November 17, 2003 CMHOC Board Meeting.

Ms. Persenaire stated that CMHOC needs to look at offering services for faith based therapy. It was noted by Mr. Hofman that he and Mr. Cyranowski have discussed an RFP for adding this to our network. Mr. Hofman will bring an update on this issue to the December 2, 2003 Program/Planning & QI Committee Meeting.

Ms. Kortman noted that Ms. Brenda Vander Meulen did an excellent job in presenting the Needs Assessment Outcome at the October 20, 2003 meeting. She stated that she had sent a note to Ms. Vander Meulen and encouraged other members to send a note also.

## OLD BUSINESS

### **Response: Community Concerns**

Ms. Buist provided the following response to the community concerns reported at the October 7, 2003 Program/Planning & QI Committee Meeting:

**Concern #1:** Decisions made for consumers who were attending CBE, but are now receiving services from their home(s), was this part of their PCP plan - or part of CMH's plan?

Ms. Buist stated that consumers currently receiving services from their home(s) did request this through their PCP plan. She explained that approximately a year and a half ago, Heritage Homes and MOKA were approached and asked to think about providing services from their homes. Based upon each individual's Person Centered Plan, they were asked to provide an estimate of cost including increased staffing needs for providing services from the specialized residential homes. Some months later, a contingent of stakeholders objected to any proposed changes and the planning was discontinued. Following that, we heard from consumers and family members who did wish to pursue these options, so the planning was resumed. These options were then presented to many of the people residing in specialized residential homes. Those who selected it have been provided the changes. Those who didn't select this are provided services in the manner they have requested.

**Concern #2:** Is there adequate CMH staff to support consumers' PCPs? What is that ratio?

Ms. Buist stated that in the specialized residential homes, additional funds were made available to support the need. This was accommodated through the contract with the home(s). Services such as physical and occupational therapy are provided by home staff who have been trained, unless the therapy requires the skill and expertise of the physical or occupational therapist.

**Concern #3:** What type of monitoring system is in place?

Ms. Buist stated that it is the responsibility of the case managers and support coordinators to monitor, as indicated in the PCP.

It was noted that Mr. Cyranowski is scheduling visits to the specialized residential homes. He will be reporting on these visits in his monthly Executive Director's Report to the Board.

## NEW BUSINESS

None

## ROUND TABLE

Ms. Persenaire emphasized the importance of Board members attendance at the November 8, 2003 meeting. The meeting is scheduled to begin at 10:00am and is being held at the Fillmore Street Complex, Main Conference Room. It was noted that this meeting will be video-taped and will be made available for anyone not able to attend.

Ms. Persenaire stated that she is providing materials from MACMHB's Fall Conference to be copied and included in the November 17, 2003 CMHOC Board packet.

Ms. Kortman requested clarification on information shared at the October 20, 2003 CMHOC Board Meeting. She questioned the status of the \$2 million Medicaid funds and the \$400,000 General Fund dollars that may (or may not) be received by CMHOC. She questions whether this funding could be spent to meet the service needs that the community indicates are needed. Mr. Cyranowski will be asked to clarify this issue in his Executive Director's Report for the November 17, 2003 CMHOC Board Meeting.

## ADJOURNMENT

Mr. Bombara adjourned the November 4, 2003 meeting at 2:00pm.

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