

PROGRAM/PLANNING & QI COMMITTEE

MINUTES

Tuesday

DECEMBER 2, 2003

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

EXCUSED: Mark Bombara

STAFF: Sue Buist, Greg Hofman, Betty O'Rourke, Gloria Pelon

CALL TO ORDER - Chairperson

Veronica Persenaire, Chairperson called the December 2, 2003 meeting to order at 12:30pm.

APPROVAL OF MINUTES of November 4, 2003

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

Moved by: Berghorst

Supported by: Kortman

MOTION CARRIED

APPROVAL OF AGENDA of December 2, 2003

Motion: To approve the Agenda for December 2, 2003.

Moved by: Berghorst

Supported by: Kortman

MOTION CARRIED

CMH STAFF PRESENTATION

Mr. Patrick O'Rourke, Program Co-ordinator of Crisis Services and Access Center at CMHOC, distributed information, provided an overview and answered questions regarding Substance Abuse Services at CMHOC.

Mr. O'Rourke stated that CMHOC has a limited data base, but shared the following statistics:

- Adults: 143 out of 1,249 active cases have a substance abuse disorder
- Child: 2 out of 279 active cases have a substance abuse disorder

Mr. O'Rourke noted that generally mental disorders occurred at the median age of 11; while substance abuse disorders occurred at the median age of 21. He noted that the time between the onset of the mental disorder and a subsequent substance abuse disorder represents an important "window of opportunity" in which a co-occurring disorder may be prevented. Ms. Persenaire

questioned whether CMHOC had a prevention program to capture the gap between 11 and 21 years of age. Mr. O'Rourke responded that CMHOC staff are being trained on dual disorders, but a specific prevention program is not currently in place.

Mr. O'Rourke reviewed the current CMHOC policy: Alcohol and Other Drugs of Abuse Treatment. A copy of this policy will be included in the Board Packet for the December 15, 2003 CMHOC Board Meeting. In this policy specific procedures are documented.

Mr. O'Rourke stated that 10 persons are currently involved in CMHOC sponsored dual disorder groups. One group meets in the Grand Haven Fulton Street CMHOC Office and another at the James Street CMHOC Office. AA groups are also offered at these locations. The AA groups are open to the public, at no charge to the attendees.

Ms. Buist stated that between 2000-2003, CMHOC trained staff to recognize and treat dual disorders. Currently 15 staff are trained as Certified Addictions Counselors, Level I and II. She noted that if the admitting primary diagnosis is mental illness, with substance abuse as the secondary diagnosis, CMHOC provides the services. If the admitting primary diagnosis is substance abuse, with mental illness as the secondary diagnosis, CMHOC refers to an outside agency for the substance abuse services but provides the services for the mental illness.

It was noted by Ms. Buist that CMHOC will continue to review the substance abuses services offered and look at expansion of these services. Services will be with coordinated efforts; working towards more integration. Ms. Kortman commented that it will be important to define outcomes for the services we currently offer, to determine if they are impacting individual substance abuse problems.

Committee members were appreciative of the information provided.

QUALITY IMPROVEMENT

Consumer Advisory Committee - Performance Indicators

Mr. Hofman reviewed and answered questions regarding the Consumer Advisory Committee December, 2003 Report.

Staff Development Committee - Performance Indicators

Mr. Hofman reviewed and answered questions regarding the Staff Development Committee December, 2003 Report.

Medical Records Committee

Mr. Hofman reviewed and answered questions regarding the Medical Records Committee December, 2003 Report.

Mr. Hofman explained that each year new medical records priorities are set. The Medical Records Committee is beginning that process and developing monitoring tools to address how well they are being carried out. Mr. Hofman stated that data will be reported in the next quarterly report.

Clinical Privileging

Mr. Hofman reviewed and answered questions regarding the request for professional privileging for

Isha Salva, M.D. and Katherine Jawor, D.O.

Motion: To recommend to the CMHOC Board the following Licensed Independent Practitioner be privileged: Isha Salva, M.D.

Moved by: Nale
Supported by: Kortman
MOTION CARRIED

Motion: To recommend to the CMHOC Board the following Licensed Independent Practitioner be privileged: Katherine Jawor, D.O.

Moved by: Berghorst
Supported by: Kortman
MOTION CARRIED

PLANNING

Discussion: Proposed Draft FY 2003/2004 Reinvestment Plan

Ms. Buist reviewed and answered questions regarding the proposed draft FY 2003/2004 Reinvestment Plan.

Ms. Buist explained that this Reinvestment Plan represents unspent Medicaid dollars that can be carried over into this fiscal year with an approved plan. The dollars are to be used for Medicaid services for Medicaid recipients. These are one time funds. She emphasized that this is a draft, for information only and to be used to generate ideas or suggestions.

Ms. Kortman recommended that #12 Micro Enterprises be removed from the list. She stated that \$115,000 has already been spent and recommends waiting until results are seen from current pilot programs.

Ms. Persenaire suggested adding Marketing for the minority population in efforts to provide better education to the public regarding the services available at CMHOC.

Ms. Buist explained that our affiliation, Muskegon CMH, as the Prepaid Health Plan, will need to approve the Reinvestment Plan, as well as the CMHOC Board of Directors.

Ms. Buist clarified that #14 AT Needs - means - Assistive Technology.

Ms. Kortman recommended that the final form include a reference per item, to indicate whether the idea was generated from the Community Needs Assessment and/or the Town Hall Coalition or CMHOC. Each item should include rationale.

OLD BUSINESS

Update: Request for Proposal (RFP) Outcome - Faith Based Therapy Services at CMHOC

Mr. Hofman stated that currently the RFP is being reviewed, being finalized this week and sent out. He noted that all responses must meet all requirements, which includes they must have a degree in counseling (minimum of CSW) for reimbursement purposes.

Ms. Kortman suggested adding this information in the next CMHOC Annual Report and also in the

Hand Book.

Update: Micro Enterprises

Ms. Buist stated that currently there are three Micro Enterprises:

- Coffee Shop - to be located at 12265 James Street
- Cartridge King - hopefully located at 128 Columbus Street, Grand Haven. This is space currently occupied by CMHOC.
- Pet Day Care - currently looking for a better location

Ms. Buist stated there is a possibility of a fourth enterprise, that being, transportation services. This would be for transporting consumers to the Holland and Grand Haven Clubhouses.

Ms. Buist will keep the committee updated.

NEW BUSINESS

Discussion: Advocacy and Resource Center - Family Support Group

Ms. Buist stated that CMHOC received a proposal from ARC (Advocacy and Resource Center) requesting that CMHOC join with them to provide family support groups. She noted that this is a prime opportunity to partner with an agency in the community.

A copy of the proposal will be included in the Board Packet for the December 15, 2003 CMHOC Board Meeting.

ROUND TABLE

Ms. Buist reminded committee members that the January 6, 2004 Program/Planning & QI Committee meeting will be held in Grand Haven to visit the day program site at 128 Columbus Street. The tour is for committee members only, not open to the public, and will begin at 12:30pm. The meeting will be held at the Fulton Street CMHOC office and will begin at 1:00pm.

Directions will be included when the agenda is mailed to committee members.

Ms. Buist requested suggestions for educational topics for FY 2003-2004. The following suggestions were given:

- Ms. Nale suggested information regarding housing. Ms. Kortman added, affordable housing, suggesting inviting Christy Helbink, from the Michigan Housing Trust Fund, in Lansing.
- Ms. Persenaire suggested updates on substance abuse services, DBT, and jail diversion.

How is CMHOC moving forward in these areas?

- Ms. Slaggert suggested information regarding obtaining grants. How can CMHOC get this process up and going? Possibly invite Mark Knudson.

Ms. Buist thanked the committee members for the suggestions.

ADJOURNMENT

Ms. Persenaire adjourned the December 2, 2003 meeting at 2:25pm.

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