

## QUALITY MANAGEMENT MEETING NOTES

4/14/09

### Attendance

Cathy Garrey, Mental Health Board  
Scott Brown, Family Service  
Lori Nelson, Family Service  
Sue Krause Youth Service Bureau  
Kevin Russell, Pioneer Center  
Julie Gibson, Thresholds  
Wendy Neuman, Mental Health Board  
Marybeth Urbin, Home of the Sparrow  
Ronica Patel, Youth Service Bureau  
Scott Brown, Family Service

Cheryl Wyatt, The Advantage Group  
Liz Doyle, Mental Health Board/Family Care  
Carlos Acosta, McHenry Co. Latino Coalition  
Debbie Currey, Health Department  
Cindy Gebbia, The Advantage Group  
Kemberly Daily-Johnson, Pioneer Center  
Kim Larson, ACRC  
Vickie Johansen, Mental Health Board  
Jen Cox, Family Alliance  
Bernadette May, Crisis Services

### Group Discussion:

- ❖ Scott Brown reported that the Clinical Documentation Committee has met several times since the last QMT meeting. They are creating training manuals for each billable service and several have been completed. Each service is a 4 page document. If an agency offers a very specific service that only a few, or no other agency offers, please email Scott with that information (sbrown@familyservicemch.org). The manuals will be brought to the next QMT meeting for feedback. Treatment planning and biopsychosocial assessment updates, to include an emphasis on TBI, will be worked on next.
- ❖ Cathy Garrey reported that while at a recent National Council conference she attended a compliance dialogue presented by members of the David Lloyd organization. A common thread they are seeing throughout the country is the mixed messages being received from the states. They are also seeing gaps between the mental health assessments, medical necessity needs and what is written in the case notes and not linking to the treatment plan. Cathy will follow-up to see about having someone from that organization to do a training/presentation.
- ❖ The Compliance Committee has not met since the last QMT meeting. The presentation is complete and Cathy has the Board schedules. Details to be determined during the breakout session.
- ❖ The Education Committee has a number of upcoming trainings, see their report below. They will be conducting a survey this summer to determine training needs for the fall and coming year. Lori Nelson reported on the Daily Living Activity training. The organization that provides the DLA scale and training is affiliated with David Lloyd, which some voiced concern about “putting all eggs in one basket”. They would conduct two training session in one day, with groups of 35-40 each, provide onsite follow-up and the use of the assessment tool at the cost of \$2,375. Discussion followed regarding the use of one tool, versus many, this tool would be universal between agencies, and that some agencies are required to use certain tools. Lori gave the information to Cathy, who will follow-up and research other assessment tools.

### Clinical Review Protocol - DRAFT

- ❖ A draft of the Clinical Review Protocol was distributed. Cathy Garrey reported that this protocol had been in place for many years and noted the procedural revisions on page 2. She asked that everyone review the protocol and email their feed back to her, Wendy Neuman or Vickie Johansen.

- Bernadette May gave an example of a case from Crisis Services that they would like to recommend for a clinical review, however the individual does not receive services and is a frequent user of Crisis. Discussion followed.
- Sue Krause suggested using the IEP format as a model for the clinical review and Scott suggested the Biopsychosocial as a model. It was agreed that a format was needed, please send ideas to Cathy, Wendy or Vickie prior to the next meeting.

**Other:**

- ❖ The Network Council will be having a strategic planning meeting on April 27, 2009. Cathy Garrey will forward to the QMT information from that meeting.

**Next Meeting:** July 14, 2009

**Committee Break-Out Session Reports:**

**CLINICAL DOCUMENTATION COMMITTEE**

\*Scott Brown, Family Service

*The committee has met on several occasions outside of the QMT meeting*

| <b>Goals</b>                                  | <b>Person(s) Responsible</b> | <b>Target Date</b> |
|---|------------------------------|--------------------|
| See above for report of committee activities. |                              |                    |

**EDUCATION COMMITTEE**

\*Scott Campbell, Family Service

Cindy Gebbia, TAG

Ronica Patel, YSB

Bernadette May, Crisis

Carlos Acosta, MCLC

Wendy Neuman, MHB

| <b>Goals</b>  | <b>Person(s) Responsible</b>             | <b>Target Date</b>           |
|---|--|------------------------------|
| 4/16 – “Ages & Stages” with Lynn Liston @ FS&CMHC (Early Childhood MH) – ½ day  | Set                                      | 4/16                         |
| 4/17 – “Addictions & the Family” with Rosecrance & FS&CMHC – ½ day  | Set                                      | 4/17                         |
| 4/24 – “CBT and Trauma in C & A” @ 708 – ½ day  | 708 – set                                | 4/24                         |
| 5/5 – “Dual Dx – MI/DD” @ FS&CMHC – two ½ day sessions  | 708 – set                                | 5/5                          |
| 5/13 – “Behavior Changes Training” @ 708 – ½ day  | 708 – set                                | 5/13                         |
| Conduct re-survey of Network staff in June/July to prepare for fall training schedule for 2009-2010 year. Review Streamwood and Alexians’ listing of trainings. | Education Comm.,<br>Wendy Neuman-<br>708 | By 7/14 –<br>next<br>QMT mtg |

**CORPORATE COMPLIANCE COMMITTEE**

\*Lori Nelson, Family Service

Sue Krause, YSB

Cheryl Wyatt, TAG

Cathy Garrey, MHB

| <b>Goals</b>   | <b>Person(s) Responsible</b> | <b>Target Date</b> |
|--|------------------------------|--------------------|
| Suggestion by Sue Krause to videotape the presentation for the Boards<br>>Cathy to send out possible dates in May to tape presentation | Lori, Cathy<br>Kemberly      | 5/30/09            |