

QUALITY MANAGEMENT MEETING NOTES

1/13/09

Attendance

Cathy Garrey, Mental Health Board
Scott Brown, Family Service
Lori Nelson, Family Services
Jason Keeler, Youth Service Bureau
Kevin Russell, Pioneer Center
Julie Gibson, Thresholds
Bob Lesser, Mental Health Board

Cheryl Wyatt, The Advantage Group
Sue Charles, Mental Health Board/Family Care
Carlos Acosta, McHenry Co. Latino Coalition
Debbie Currey, Health Department
Cindy Gebbia, The Advantage Group
Sandra Salgado, Pioneer Center
Kim Larson, ACRC
Vickie Johansen, Mental Health Board

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 specific services and have completed CSR and CSI. They will be working on CM and PSR next, with all services completed by the end of the year. If an agency offers a very specific service that only a few, or no other agency offers, Scott requested they join the committee to assist in creating the training manual for that service. The manuals will be brought to the QMT for feedback and they will then begin working on conducting the trainings (i.e. train-the-trainer).
- ❖ It was suggested that the Education Committee conduct another survey to assist in determining training needs. Scott Brown noted that supervision training is needed for a number of new LCPC's as well as ethics training for LCSW's. Cathy will contact Steve Hunter at Alexian to see if they have any trainings they could offer. Lori Nelson has researched and will share information with the Education Committee for a daily living activities training, similar to LOCUS. Lori will follow up with the State (Cathy Cumpston) to verify the potential usefulness of the training.

Biopsychosocial Assessment: Scott Campbell

- ❖ Scott Campbell was not in attendance. No discussion took place.

Other:

- ❖ Cathy Garrey informed the QMT that all agencies will be audited this year by the Mental Health Board. If an agency is funded by DHS and undergoes a state audit, copies of their report will need to be forwarded to the MHB as it will assist in determining the scope of the MHB audit that will be needed (i.e. processes, billing, etc.). A formal letter to the agencies will be forthcoming.
- ❖ Cathy announced that Jason Keeler will be leaving Youth Service Bureau to become the State Executive Director for Camelot Care at the end of January. Well wishes were exchanged and Jason was thanked for his dedication and commitment.
- ❖ Save the date – On March 3, 2009 Mary McKay, specialist on engagement, will be presenting at MCC. The morning session will be an engagement overview and the afternoon session will consist of smaller groups, focusing on specific engagement issues. CEU's will be offered. More information to follow.

Next Meeting: February 10, 2009.

Addendum: Meetings will be held quarterly, as decided via email communication by the Quality Management Team. The next meeting to be April 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

Goals	Person(s) Responsible	Target Date
See above for report of committee activities.		

EDUCATION COMMITTEE

Did not meet.

CORPORATE COMPLIANCE COMMITTEE

*Lori Nelson, Family Service

Jason Keeler, YSB

Cheryl Wyatt, TAG

Cindy Gebbia, TAG

Cathy Garrey, MHB

Goals	Person(s) Responsible	Target Date
Reviewed power point presentation re: Corporate Compliance Approved training as final product	Committee	1-13-09
Distribute sign up to Network Council for scheduling of Corporate Compliance training	C. Garrey	1-26-09 Network Council
Assign Board training to Corporate Compliance Committee members	Committee	TBA – after Network Council