

QUALITY MANAGEMENT MEETING NOTES

11/4/08

Attendance

Cathy Garrey, Mental Health Board
Scott Campbell, Family Service
Scott Brown, Family Service
Kay Telander, Youth Service Bureau
Bernadette May, Crisis Services
Lori Nelson, Family Services
Marybeth Urbin, Home of the Sparrow
Jason Keeler, Youth Service Bureau
Kevin Russell, Pioneer Center
Liz Doyle, Mental Health Board/Family Care

Julie Gibson, Thresholds
Bob Lesser, Mental Health Board
Cindy Gebbia, The Advantage Group
Jill Gurgos, Options & Advocacy
Sonja Jimenez, Mental Health Board
Kemberly Dailey-Johnson, Pioneer Center
Cheryl Wyatt, The Advantage Group
Sue Charles, Mental Health Board/Family Care
Vickie Johansen, Mental Health Board

Group Discussion

- Recap of Mary Thornton Presentations
 - Cathy Garrey summarized the Mary Thornton presentations that took place at McHenry County College on October 22, 2008.
 - A meeting was held October 31st to discuss FRDs billable activities, as well as RSAs and Recovery Specialists. Todd Schroll and Liz Doyle will research if the positions are being utilized and where there have been successful federal audits throughout the country. Liz stated that Arizona has an extensive parent/partner program and it may be beneficial to work with them on documenting and training.
 - It was agreed that more training is needed. Mary's presentations were very informative and fast paced. A teleconference with Mary may be arranged in order to obtain more information on proper case notes. It was suggested to send her a sample case, including a treatment plan, assessments and case notes. Scott Brown said Family Service has created a chart, but it will need to be updated.
 - Discussion for possible trainings included: Rule 132 and how to follow, treatment plans, assessments and the golden thread for non degreed staff, develop a train-the-trainer program, develop 1 hour training session videos, and develop procedures and evidence based curriculum. Cathy will contact Mike Lau to get the status of a compliance training manual.
 - The Clinical Documentation committee will be expanded to include a representative from each agency. Please contact Scott Brown with the name of the representative from your agency at sbrown@familyservicemch.org. Scott will then schedule a meeting to get ideas and discuss how to begin the process of getting agencies on the same page, specifically in regards to Rule 132 and documentation.
 - If interested in sharing, please forward any evidence based curriculum to Vickie Johansen to begin building a library.

- Biopsychosocial Assessment – Scott Campbell

No discussion took place.

- 2009 Meeting Schedule

The Quality Management Team 2009 meeting schedule was distributed.

- Other
 - A self-care handbook, Hope and Help for Depression, was passed around for review. Sandy Lewis would like input on the handbook. Sandy will see if a reduced price would be available if a large quantity is purchased. Contact Cathy Garrey if interested.
 - Bob Lesser distributed a memo from DHS regarding clarification on the budget reductions and the new information system. Topics of the memo included additional services, qualifications of non full time staff and the use of V71.0 diagnosis code. Scott Brown explained that the code is used when there is no diagnosis and would like clarification whether or not the fifth digit is required. Lori Nelson will follow-up and forward the information to Vickie Johansen for distribution.
 - Many agencies are under a training freeze. The Mental Health Board will continue to offer trainings (to include CEU's) at no charge. Lori Nelson will forward information on trainings that will be offered by Barb Schmiede and take place at the beginning of 2009.

- Next Meeting – December 9, 2008.

CLINICAL DOCUMENTATION COMMITTEE

*Scott Brown, Family Service

Did not meet.

Goals	Person(s) Responsible	Target Date
Meet separately to agree on steps/process to get agencies on same page regarding clinical/documentation concepts.	Team –to be expanded	12/08

EDUCATION COMMITTEE

*Scott Campbell, Family Service

Did not meet.

Goals	Person(s) Responsible	Target Date
Traumatic Death workshop set for 11/12/08 at Family Service. Given by Vonnie Coombs, Crisis Program	Committee	Set
Scott Campbell contacting Scott Peterson to finalize date for part II – Motivational Interviewing, tentatively planned for 1/09. Date to be announced.	Scott Campbell	1/09
Committee will meet again on 12/9/08		12/9/08

CORPORATE COMPLIANCE COMMITTEE

Scheduled to meet on 11/12/08.