



**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH
ADMINISTRATION**

555 Towner Blvd., P.O. Box 915 Ypsilanti, Michigan 48197-0915
(313) 484-6620 Hearing Impaired (313) 971-5688 FAX (313) 484-6634

COMMUNICATION

TO: Suzanne Shaw, Chair
Board of Commissioners

THROUGH: Robert Guenzel
County Administrator

FROM: Mark Ptaszek, Interim Director
Community Mental Health

DATE: January 16, 2002

Re: Communication Regarding Community Mental Health's Quality
Improvement Plan and Structure

Attached to this memo you will find a copy of Community Mental Health's Annual Quality Improvement Report and the Annual Quality Improvement Plan for FY 2001-2002. As you are aware we are accredited by the Joint Commission on Accreditation for Healthcare Organizations (JCAHO). As part of that accreditation process the Board of Commissioners can expect to receive copies of the annual Quality Improvement Plan and an overview of the CMH Quality Improvement Structure each year.

If there are any questions, feel free to call me at 484-6620.

ANNUAL ENVIRONMENT OF CARE PLAN 2002

General Safety/Security Management Plan

TARGET	OBJECTIVE	WHERE TO GET DATA
100%	% of staff that wear proper identification	Evaluated during monthly safety check rounds
100%	% of doors that are secured each evening	Morning reports of unlocked doors
100%	% of RAMS report recommendations completed	Site Safety representatives monthly report

Hazardous Materials Management Plan

TARGET	OBJECTIVE	WHERE TO GET DATA
95%	% of staff that can describe MSDS procedures	Staff questioned during monthly safety check rounds
100%	% of staff that are trained in Hazardous Communications and Blood Borne Pathogens	Training reports from LLRC

Emergency Management Plan

TARGET	OBJECTIVE	WHERE TO GET DATA
95%	% of staff that are trained on the overall Emergency Response Plan	Sign in sheets from mandatory staff trainings
100%	% of emergency drills conducted 2 times per year	Safety Status Report

Life Safety Management Plan

TARGET	OBJECTIVE	WHERE TO GET DATA
100%	% of fire drills conducted once per quarter per shift	Safety Status Report
90%	% of staff that can describe use of fire alarm system, extinguisher equipment, specific fire-related duties and building evacuation procedures.	Staff questioned during monthly safety check rounds

100%	% of fire prevention equipment serviced as scheduled	Monthly safety check
------	--	----------------------

Environment And Life Safety

TARGET	OBJECTIVE	WHERE TO GET DATA
100%	% of Annual Self Inspection reports completed and mailed to Risk Manager	Site Safety Committee member report
100%	% of Monthly Safety Checklists completed	Safety Status Report

Equipment Management Plan

TARGET	OBJECTIVE	WHERE TO GET DATA
95%	% of medical equipment users that can describe capabilities and limits of equipment, operation, emergency procedures in the event of failure and reporting failures	Staff questioned during monthly safety check
100%	% of medical equipment inspected as indicated in inspection schedule	Equipment inspection reports

Utility Systems Management Plan

TARGET	OBJECTIVE	WHERE TO GET DATA
95%	% of preventative maintenance conducted as indicated on the Preventative Maintenance Schedule	Reports from Facilities or from Landlords.

Identified Agency Wide Improvement Activity

Overall improvement activity identified for the year continues to be to increase site security by implementing the security recommendations identified in the RAMS reports for each site.

December 20, 2001

ANNUAL SAFETY COMMITTEE REPORT

SAFETY/SECURITY - RAMS security assessments were completed for all CMH sites. Safe room doors have been installed at all sites where this is possible. Card readers have been installed at 555 Towner. Card readers still need to be installed at the other sites. Client waiting areas have been redesigned at 3901 and 3981 Varsity. During the next year, each CMH site is to review the status of progress toward completion of the safety recommendations from the RAM's report and determine which identified issues will receive priority for completion.

HAZARDOUS MATERIALS – Each CMH site is responsible for insuring that all staff are trained in Hazardous Communication. Staff are randomly questioned regarding hazardous communication as a part of the monthly checklist. Site representatives are responsible to monitor that gloves and supplies are current in the BBP kits.

EMERGENCY MANAGEMENT - Emergency Response Plans were reviewed at each site during 2001. "Mr. Strong" procedures were included in each sites Emergency Response Plan. Each site is monitored on the Safety Status Report to insure they are having at least two emergency drills per year. Mail opening procedures were revised due to the anthrax concerns. Staff were informed they should be at least a block away from the building prior to using a cell phone during a bomb scare. Pager use is okay.

LIFE SAFETY - 100 % of scheduled fire drills were completed this year and fire alarm and fire suppression equipment was serviced. There were some problems with accounting for all staff and visitors during a fire drill. To correct this problem, there was increased pressure for everyone to use the sign in/sign out sheets at all sites. There was a problem reported at some sites of staff not hearing the fire drill. This was corrected by having assigned staff check each room to insure that all staff heard the page for the fire drill.

ENVIRONMENT and LIFE SAFETY – All issues identified in the JCAHO Statement of Conditions for 3901 Varsity were corrected. These included completion of a sidewalk, repairing door locks, and labeling electrical panels. The clutter blocking electrical panels and exits at 555 Towner was also corrected.

EQUIPMENT – All medical equipment including scales, blood pressure cuffs and client lifts were serviced for the year. An Automatic External Defibrillator (AED) was obtained at 3901 Varsity. A wheelchair to be used during a fire was purchased for 555 Towner.

UTILITY SYSTEMS – The landlord corrected adequate light problems in the parking lot at 3901 Varsity. Safety representatives are responsible for reviewing the Utilities Management Plan at their site.

OTHER ISSUES - Each site is required to have a safety bulletin board for the posting of safety minutes, site safety committee members, evacuation plans and emergency procedures.

I have attached a copy of the Environment of Care Plan for 2002.

Thank you,

James Hetzel Chairperson