



Community Mental Health Partnership
of southeastern michigan

Encompass Implementation Committee (EIC)
Meeting Minutes
Date: January 16, 2008 1-3p; Towner II, Room #228

S. Anderson, **K. Sackett** (via conf. call from Saginaw), L. Tlilot (via conf. call from Saginaw), C. Akerley, J. Capobianco, K. Dettling, S. Langenstein, L. Brown, K. Gauthier, D. Healy, T. Sharp, T. Roberts, E. Kurtz, M. Harding, J. Baltzell, W. Cadieux, G. Harris, D. Healy, J. Nelson, J. Heinlein, **S. Wiland**, T. DeRose, **J. Sproat**

(Bolded name indicates present at meeting; non-bolded name indicates absent at meeting)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
Approval of Minutes	Minutes approved as written		
Agenda Items EIC Project Review Update Maintenance Items	Additional Agenda Items No official items. EIC Project Review Update Mike H. reported that there hadn't been a whole lot of movement with many of the projects due to the complexity of the Multiple Modifier project. <u>Maintenance Items</u> <u>Multiple Modification</u> is set to go. Saginaw has differences with the crosswalk so Sven/PCE has to do a modification for them. Hopefully it will be available for testing next week. <u>Outcomes Project</u> Todd R. will meet with Sven/PCE to finalize tomorrow. <u>OBRA Evaluation</u> Complete – PCE collaboration group is working with the State to clarify whether it will be accepted. <u>Drug Chart Enhancement</u> Not started yet	Agenda approved without additions.	

<p><u>EIC Brain Storming</u></p>	<p><u>Incident Report</u> Small details to fix with Saginaw.</p> <p><u>Jail Division</u> A meeting for Women’s Enhancement & Family Planning hasn’t been set up by Jackie yet. Training could be in three weeks – will do standardized training sent by Children’s Directors.</p> <p><u>Archive Documents</u> Two have tested on Med Review – if no more responses then non doctors can review it – it is still in development. It will be taken to Regional Prescribers meeting on Friday. Eventually will be rolled out for all documents. Mike asked Saginaw to look at it too. Todd was appointed to do the research/ He has a meeting Friday to identify concepts and start developing.</p> <p><u>PRU</u> Now 90% done – there is just lack of testing for using the module. Can’t close until get an auditing tool. Hope to be done in January.</p> <p><u>Firewall</u> There was a meeting to talk about adopting St. Clair’s model. Sven said we could do anything we wanted.</p> <p><u>CLS</u> L. Brown is pushing to move ahead on piloting an Affiliate. If the county pays staff hours – it can be done easily with a term budget. L. Brown and Mike continue to discuss because Finance needs numbers and the authorization issue is tricky.</p> <p><u>EIC Brain Storming</u> Mike wants to use the best of staff time. He stated that the last meetings were dry – just updates. He asked the group how the meetings could be more interesting since people have started to get a handle on projects. One member commented that</p>		
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EIC USE OF WIKI

now there is not authority since they are not reviewing IT lists anymore. IM goes thru maintenance items, and then they send them to Sven, 10 at a time. Maintenance items not in 9-30-08 just good ideas. Mike stated that he was not suggesting dis-banning the committee now. He said he would like to get the cosmetic issues taken care of the 1st few months and then have people come in and report on new projects before going to the Directors.

The committee needs to define what to do now. First, charge is to get Projects done; review requests; review projects done on time. All the Affiliates need to buy into the changes.

The committee discussed a name change but no one had anything that worked for all.

Meeting frequency was also discussed but they decided to play it by ear at this point. Members were asked to keep evaluating these issues and may video conferencing will be the answer.

EIC USE OF WIKI

Washtenaw Co. is pushing WC Human Services to use the Wikipedia, an encyclopedia for anyone to use. Anyone can go in and add or delete. WIKI means quick. CSTS WIKI only opens to them. You can get viewer access only. They could replace every one of the form bins. It is easy do and the potential is hugh for doing away with all paper forms. It has been agreed to explore this with Karen Milner and the U of M. There have been no decisions regarding Regional usage. Washtenaw County has given Mike 10 to pilot. It was thought that EIC could use it – it would be good for putting notices in there, have Project Leader update projects. EIC will get this page next week and will be the pilot for the region and then bring the idea forward. Mike will have passwords for everyone so

<p>Scanning</p>	<p>they can help answer questions and determine how much time is spent on this project.</p> <p><u>Clinical Care</u> Clinical Care Committee decides when Clinical Forms would meet. They want Jackie to be on the committee. Also, when IM gets a suggestion regarding clinical procedure it is to be sent to Clinical Care.</p>		
<p>IM Update</p>	<p><u>Scanning</u> The Med Chart Model is done and ready for scanning. Whenever the form is modified scanning capability will be added under Client Information. Directions should be there. Mike wants forms that everyone can use. Mike asked if anyone wanted to do the definitions. There hasn't been a big push because there are two models. Also, he can't give a time line on this project yet. The Group also discussed different things to scan. Mike will look into this and how to do it or what to do... Shauna/OSC wanted to know if everyone was scanning the same way and if, after shredding, things went to shredding? It was noted that there is a WCHO Paper Retention Policy.</p> <p><u>IM Update</u> Mike H. reported that he was moving forward on the self service reporting solution. He also stated that PCE is getting a better server and the old one will become our development server. Meeting with Saginaw on 2-5-08. Since they already have the equipment, they will show the group what they have.</p>		

Next Meeting	February 20, 2008 – 1pm – 3pm		