



Professional Development Committee (PDC)  
Meeting Minutes  
2/23/07; 10:30a-12:30p; Towner II, Rm. #223

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
Approve Agenda & Minutes	<p><b>Agenda additions</b></p> <ul style="list-style-type: none"> <li>○ Due Process Committee recommended standard documentation training for PCP, progress note, case management activity and other documentation as a PDC project. Accurate documentation is vital to the organization.</li> <li>○ UR committee is developing service eligibility training.</li> <li>○ DRA training must be completed before 7/1/07. Rollout has not been developed at this time.</li> </ul> <p><b>Minute changes</b></p> <ul style="list-style-type: none"> <li>○ None</li> </ul>	<p><b>Documentation training recommendation will be reported to PI.</b></p> <p><b>M. Phillips will follow up with L. Newberg to determine if HSW eligibility and UR eligibility trainings are related.</b></p> <p><b>All staff trainings will be reviewed by PDC. Reminder email will be sent to committee chairs asking that they keep PDC abreast of new trainings.</b></p>	<p>M. Phillips</p> <p>M. Phillips</p> <p>M. Phillips</p>
Hab Support Waiver Staff Training	There is an upcoming Hab Supports Waiver criteria training. The HSW Workgroup is developing the training. Training outline will be presented to PDC when completed and a rollout plan will be determined.		
Appointment of New Committee Chair	Term limits have been established for regional committee chairs. The term limit is 2 years, to allow other PDC members to experience leadership opportunities. The PI committee is strongly recommending co-chair or assistant chair of committees to assist as needed. Co-chair or assistant chair would be beneficial. Co-chair would eventually move to chair. Some PDC members would like current chair to remain in place. Regional committee chairs are responsible for reporting to the Performance Improvement (PI) committee.	<p><b>M. Phillips will determine the end date of her two year term as PDC chair.</b></p> <p><b>A co-chair will be created, by next PDC meeting.</b></p> <p><b>M. Phillips will inform absent members of PDC chair and co-chair opportunities.</b></p>	M. Phillips
Policy Review	<ul style="list-style-type: none"> <li>○ Regional Training Policy will not address individual local trainings at the affiliate level. Washtenaw is interested in</li> </ul>	<b>M. Phillips will crosswalk training policy and regional</b>	

	<p>basic CPI staff training. M. Phillips is reviewing policy definitions.</p> <p>Competency Assessment Policy draft will be sent to PDC for review.</p>	<p><b>policy document definitions.</b></p> <p><b>J. Baltzell will review the training grid for accuracy and clarity.</b></p> <p><b>M. Vergith previously committed to drafting a regional training policy statement. M. Phillips will follow up.</b></p> <p><b>J. Baltzell will draft the training tracking report mechanism.</b></p> <p><b>M. Phillips will email draft of regional competency assessment policy to PDC.</b></p>	
Provider Training Requirements-Attach. E	<p>Attachment E was reviewed. One revision: medication refresher annually. It was suggested to have seasoned staff oversee new employees for a period of time, while passing meds. It was stated issue could be addressed locally and is not needed in the attachment. It was suggested to do a CMH sponsored ORR, G&amp;A, PCP, Med, etc, all day inclusive training, monthly, for direct care staff. Develop a one day curriculum refresher, with one trainer. Standardized trainings are needed across the affiliation, in all disciplines. Online training was also suggested. Providers would like to have multiple training options.</p>	<p><b>Provider Training Requirements Attachment E was approved with revision.</b></p>	
Staff survey results	<p>One hundred forty four staff across the affiliation responded to the Staff Training Zoomerang Survey.</p> <p>WCC is certified trainer for CEU credits. CSTS is working with WCC on providing qualified trainings. WCC is looking for faculty and content.</p>	<p><b>Staff zoomerang survey will be re-sent to allow for those that haven't completed it to do so.</b></p> <p><b>Survey link for reviewing responses will be sent to PDC.</b></p>	J. Kearney
Training Reciprocity Policy	<p>PDC reviewed the training reciprocity memo from the State. PRU is in agreement with the document, for certified trainings. ORR has concerns/questions regarding training reciprocity. Providers are not comfortable using another Providers toolbox without CMH monitoring. Concept has risk management issues. Cultural competency and health and safety trainings vary across counties. Overall PDC feels it is a good concept, however not in current practice.</p>	<p><b>The PDC does not support the training reciprocity State memo.</b></p>	

Learning Org Tip of the Month	Learning organization tip of the month will be emailed to PDC by L. Hall.		L. Hall
<b>Next meeting</b>	<b>3/23/07; 10:30a-12p; Towner II, Rm. #223</b>	<b>Agenda Items</b>	<b>Parking Lot</b> <ul style="list-style-type: none"> <li>○ <b>Cultural Competency/Local Needs Assessment</b></li> <li>○ <b>Training Implications of new Social Work Licensing</b></li> </ul>