



Professional Development Committee (PDC)
Meeting Minutes
7/27/07; 10:30a-12:30p; Towner II, Rm. #223

J. Baltzell, M. Phillips, D. Ehret, J. Kearney, J. Jackson, D. Sabourin, S. Gondek, L. Hall, M. Vergith, S. Reitmeier, S. Brown, R. Petkovich, B. Sacks
(*Bolded name indicates present at meeting; non-bolded name indicates absent at meeting*)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Approve Agenda & Minutes	<ul style="list-style-type: none"> o Agenda additions Provider Annual Medication Refresher Training PDC Indicators o Minute changes Page 2, paragraph 2: Change CSTS does not support CPI training for all staff to CSTS supports intervention training for all staff, and physical intervention training for staff that work with consumers that have a behavioral plan. Page 2, paragraph 2: Change CSTS also does not support refresher CPI course to CSTS supports refresher course for all staff. Clarification to the minutes: Overall affiliation supports de-escalation portion of CPI training for all staff and physical intervention for staff that works with consumers that have behavior plans. Training cost is a concern for Lenawee. 		
II. Social Work Licensing Implications (Oct. issue of Medicaid Provider Manual)	Tabled.	M. Phillips will forward information received from the state related to definition changes to PDC for review.	M. Phillips
III. Staff Training Survey Results	Tabled.	Survey results will be reviewed outside committee time and discussed at August meeting. J. Kearney will re-send survey results to PDC members.	All J. Kearney

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IV. Affiliation Policies	<ul style="list-style-type: none"> ● Training Policy Draft policy and feedback was reviewed. Changes include <ul style="list-style-type: none"> ○ Make CSSN-LA plural ○ Letter I-missing in health care, in the HIPAA definition section ○ Language will be added to the policy section, last sentence, PDC is responsible for approving the training content. ○ Feedback related to HIPAA training will be forwarded to compliance committee ○ Under purpose add staff is trained to provide... ○ Add most recent training grid to the policy ○ Language related to evaluations will be added to the policy section ● Competency Policy Feedback M. Phillips will follow up with D. Sabourin regarding policy feedback from AEC. J. Baltzell will compare the LIP policy and Competency policy. 	J. Kearney and M. Phillips will revise the policy.	M. Phillips/J. Kearney
V. Affiliation CPI Training	PDC supports CPI training for all CMH and Provider staff. PDC recommends required CPI training for staff (CMH & Provider) which work directly with consumers that have behavior plans. A tentative plan for training coordination across the affiliation is being prepared.	M. Phillips will forward PDC CPI training recommendations to AEC for review.	M. Phillips
VI. Affiliation Strategic Plan Measures	Lag and lead indicator definitions were reviewed. Lag is an outcome, work done to reach the lead indicator. Lead is the driver. More discussion is needed with S. Reitmeier present on the affiliation strategic plan indicators specific to PDC.	S. Reitmeier will be asked to attend the August PDC meeting and discuss the affiliation strategic plan measures.	S. Reitmeier/M. Phillips
VII. Annual Medication Training for Providers	Suggestion was made at a provider meeting to use the toolbox to complete the PDC recommendation of medication refresher training for provider staff. A curriculum is needed. PDC is firm an annual refresher is needed. Medication refresher training would not include repeating the medication training class.	J. Baltzell will follow up with CSTS nurses to develop refresher medication training curriculum. The training toolbox will be considered. Recommendations will be given to PRU by next month.	J. Baltzell
VIII. Learning Org Outcome Indicator	M. Phillips and L. Hall are working together to draft “systems thinking” learning org indicators that may be used in affiliation trainings.		
IX. Learning Organization Tip of the Month	Tabled		

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<p>X. Next Meeting</p>	<ul style="list-style-type: none"> ○ 8/24/07; 10:30a-12:30p Towner II, Rm. #223 	<p>Agenda Items</p> <ul style="list-style-type: none"> • Annual Medication Training for Providers • Affiliation Strategic Plan Measures Learning Organization Tip of the Month • Learning Org Outcome Indicator • Policy follow up • Social Work Licensing Implications (Oct. issue of Medicaid Provider Manual) 	<p>Parking Lot</p> <ul style="list-style-type: none"> ○ Cultural Competency/Local Needs Assessment