



Community Mental Health Partnership
of Southeastern Michigan

Professional Development Committee (PDC)
Meeting Minutes
9/26/08; 10:30a-12:30p; Towner II, Rm. #223

J. Baltzell, S. Gondek, J. Kearney, M. Phillips, R. Petkovich, S. Brown, M. Vergith, D. Ehret, L. Hall (guest) (bolded name indicates present at meeting; non-bolded name indicates absent at meeting)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Approve Agenda & Minutes	<p>Agenda additions</p> <ul style="list-style-type: none"> None <p>Minute changes</p> <ul style="list-style-type: none"> None 	Agenda and Minutes were approved without change	
II. Staff Annual Learning Needs Survey	<ul style="list-style-type: none"> 10/3/08 is the deadline for staff to complete the survey The survey results will be analyzed and discussed at PDC Survey is used to meet Joint Commission requirements Survey ties to the affiliation dashboard 	R. Petkovich will be asked to analyze the staff learning survey results and identify the top trainings that are important to staff. Results will be reviewed at the November 2008 PDC meeting.	RP
III. Training Grid & Work plan Review	<p>Staff Training Grid</p> <ul style="list-style-type: none"> The CMH staff training grid was disbursed, reviewed and revised Discussion was had on Motivational Interviewing training, one of the trainings listed on the grid. The training is highly praised and recommended to all staff within the affiliation. The training teaches staff how to motivate change in a non-confrontational way. In the past, training has been marketed to clinical staff with select non-clinical staff attendance. <p>PDC Work plan</p> <ul style="list-style-type: none"> The PDC Work plan outcomes were discussed. Follow up is needed to determine if the evidence based practice (EBP) data pull process has been established 	<p>J. Kearney will revise the staff training grid and forward to S. Gondek to post to the Affiliation (CMHPSM) website.</p> <p>J. Baltzell will follow up with S. Reitmeier to determine if a process has been established to enter EPB codes into Encompass and pull the data accordingly</p>	<p>JK</p> <p>JB</p>

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IV. CEU Follow- up	<p>Do we pilot Basic Rights Training in the Affiliation</p> <ul style="list-style-type: none"> • The Affiliation’s Basic Rights Training has been approved by the state for CEU credits • The training meets the social work ethics requirement • 2.5 CE credits are offered for attending the Rights training • The Washtenaw County Professional Development Department administers the CEU Approved Rights training • Affiliates (other than Washtenaw) interested in participating in the CEU Approved Rights Training will need to coordinate with Washtenaw County Professional Development staff, Linda Wicks, prior to attending the training (for registration, payment (\$10 per person), and attendance tracking) <p>Other Trainings</p> <ul style="list-style-type: none"> • Motivational Interviewing Trainings has also been approved by the state for CEU credits; trainers need to be developed for this training • The CSTS Suicide Assessment/Prevention training is in development for CEU approval 	Affiliates will follow up with J. Baltzell to determine if they are interested in piloting the Basic Rights training as a CEU approved course across the affiliation	
V. Supervisor Training Workgroup Follow-up	<ul style="list-style-type: none"> • The curriculum outline was disbursed and reviewed • Affiliate trainings curriculums are being reviewed • Workgroup discussed posting trainings to the CSTS Wiki and opening the Wiki to all affiliation staff • Essential learning was discussed by the workgroup • The workgroup felt some trainings (such as Rights Training) need to be completed in person 		
VI. Essential Learning	<ul style="list-style-type: none"> • May be a resource for provider staff • Lenawee has contracted with vendor • May be a resource for the affiliation • Essential learning charges are \$80 per staff 		
VII. CPI Follow-up	<ul style="list-style-type: none"> • Manuals are available in English and French • Training offerings are scheduled locally (at this point trainers are available to train at all affiliates) • All trainings are open to all staff in the affiliation • Training is open to provider staff as well • The state released a technical advisory related to physical intervention. It stated physical management cannot be in the plan of service. The state rights group is compiling questions of concerns • Providers supports the training 	D. Ehret will follow up with M. Perez to determine if Lenawee has completed a schedule	DE

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VIII. Customer Service Training	<ul style="list-style-type: none"> • Curriculum disbursed, reviewed, and revised • Local trainers will need to train new staff • Curriculum was drafted by customer services committee • Curriculum is a combination of lecture and group exercise • Training is evidence based • Training has been presented outside the affiliation and well received • Suggested to include a slide at the end reviewing the training, a synopsis • Role of customer service is to facilitate the grievance process, not to determine the outcome • Suggested to spell out the role of customer service staff and clinician and the process in general (as related to the grievance process) • Suggested to explain how the role of customer service is a state required position versus an affiliation appointed position • It was suggested to forward the training (thru Washtenaw County Professional Development) to the state for CEU approval 	<p>The PDC approved the Customer Service training curriculum with revisions</p> <p>J. Baltzell will follow up with L. Hall to work on getting the customer training CEU approved</p>	JB
IX. AEC meeting with Committee Chairs	<ul style="list-style-type: none"> • M. Harding will be completing an analysis to determine which is more feasible for the affiliation, essential learning or the Encompass PD training tracking system • L. Brown suggested a financial training for all staff-initial training only 		
X. Pain Management Training	<ul style="list-style-type: none"> ○ An affiliation pain management/trauma training is needed ○ Curriculum and trainer need to be developed ○ Opportunity is open to any staff in the affiliation 		
XI. Next Meeting	<ul style="list-style-type: none"> ○ 10/24/08 10:30a-12:30p Towner II, Rm. #223 ○ November 2008 Meeting Canceled ○ December 2008 Meeting Date & Room # Change: 12/12/08, Rm. 211 	<p>Agenda Items</p> <ul style="list-style-type: none"> • Staff learning needs survey • Workplan review • Ceu follow up • Supervisor training • Essential learning • Timeliness Policy PowerPoint Training 	<p>Parking Lot</p> <ul style="list-style-type: none"> ○