



**Clinical Care Committee**  
**October 7<sup>th</sup>, 2005; 9:00-12:00pm Towner 228**

**Present,** L. Newberg, S. Keener, J. Capobianco, G. Petrik, J. Shovels, P. Moise, J. Terwilliger, B. Wilson, M. Scalera, and B. Spalding.

**Absent:** K. Milner, M. Phillips, T. Cortese, and S. Reitmeier.

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
1. Review of Minutes and Agenda	The minutes were approved. The agenda was approved with two additions: 1. Utilization Review Committee Question/Issue 2. Incident Review form		
2. Review of Purpose & Ground Rules			
3. Utilization Review Committee Question/Issue	<ul style="list-style-type: none"> <li>• The Utilization Review (UR) committee reviewed the External Quality Review Plan of Correction regarding standardized eligibility for entry services across each board (specifically, entry criteria, continuing stay criteria, and discharge criteria for the services we authorize/provide.)</li> <li>• October 12<sup>th</sup>, the UR Committee will meet and gather local documents regarding entrance, continuing stay, and discharge criteria. The question to this committee</li> </ul>		
4. Incident Report form	The Incident Report form has been reviewed by a regional work group led by Kelly Bellus. She is requesting feedback on the indicators and the form that will be on Encompass. She needs the information by November 1 <sup>st</sup> .	<ul style="list-style-type: none"> <li>• Feedback on the indicators and form will be sent to Geralyn Petrik via e-mail by October 21<sup>st</sup>, 2005.</li> <li>• Geralyn Petrik will request the encompass</li> </ul>	

		<p>IR form be reviewed by the Encompass forms group Monday October 24<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>• Geralyn Petrik will forward feedback to Kelly Bellus by November 1<sup>st</sup>, 2005.</li> </ul>	
5. Continuous Supports Team model	<ul style="list-style-type: none"> <li>• The consensus building model will be used for</li> <li>• Champions will have a timeline and tools and use project management for set-up in each county.</li> </ul> <p><u>Outcome list brainstorm:</u></p> <ul style="list-style-type: none"> <li>• Hospital (# of incidents, LOS)</li> <li>• Consumer Satisfaction (Is the survey we use relevant to this model?)</li> <li>• Staff availability (1. Outcome attainment. 2. Service quality satisfaction. 3. Relationship to CSM/SC)</li> <li>• Service authorization/service provided</li> <li>• Staff morale/satisfaction/cohesiveness</li> <li>• Timely/efficient service provision</li> <li>• Increase in percent of time CSM/SC is in the community</li> <li>• Consumer goal attainment</li> <li>• Increased inter/intra agency collaboration</li> <li>• Competency with evidence based practice(s)-team set-up</li> <li>• Cultural competency</li> <li>• Fidelity scale</li> <li>• Customer satisfaction</li> <li>• Staff competent in identifying stages of change and use the stages of change model to identify consumer needs.</li> <li>• Communication is the key to efficiency.</li> <li>• Service activity by team VS service activity by each individual on team.</li> </ul>	<ul style="list-style-type: none"> <li>• Add cultural competency and evidence based practice language to the Model description.</li> <li>• Develop a fidelity scale and base line data. Fred Blow, University Researcher, to assist in study set-up, take our brainstorm list and create 2-3 indicators</li> <li>• Each Affiliate member identify a local champion</li> <li>• Training will be at Lenawee. Sandy Keener will arrange the date and time. Train all local champions and supervisors</li> <li>• Jeff Capobianco will assist in identifying additional tasks and creating a survey.</li> <li>• At November 4<sup>th</sup> meeting the Clinical Care Committee will review information and assign task assignments for the training.</li> </ul>	
6. Clinical Care Committee charge	<ul style="list-style-type: none"> <li>• The charge was reviewed. The committee had several suggestions/requests for clarification of items noted in the charge template. The charge will be revised with changes noted during the meeting. The completion of the charge will occur once the indicators are developed from the action plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Jane Terwilliger will get more information on the affiliation's agreements regarding implementation of Family Psycho-education.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Geralyn Petrik will revise the charge with the changes noted during the meeting.</li> <li>• Geralyn Petrik will forward questions to the PI committee regarding the charge template.</li> <li>• The committee will work on the work plan and indicators at the next meeting.</li> </ul>	
10. Next Meeting	<ul style="list-style-type: none"> <li>▪ November 4th, 2005</li> <li>▪ 9:00am-12:00pm</li> <li>▪ #223</li> </ul>	AGENDA TOPICS <ul style="list-style-type: none"> <li>• Develop the committee work plan: review accountability structure, review and develop committee indicators.</li> <li>• Jail diversion report</li> <li>• DD Administrators work group report</li> <li>• Co-occurring report</li> </ul>	