



**Clinical Care Committee Meeting**  
**February 4<sup>th</sup>, 2004 Towner II Room 223**

**Present:** G. Petrik, J. Shovels, B. Wilson, S. Reitmeier, B. Fortune, L. Newberg, P. Moise, S. Keener, M. Scalera, J. Terwilliger, M. Phillips, J. Capobianco, Bob Wilson, P. Cowan, B. Spaulding

**Absent:** K. Milner

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
1) Check In and Introductions	<ul style="list-style-type: none"> <li>• Introductions were made, as there were a number of new committee members present</li> </ul>		
2) Review of the Purpose and Ground Rules	<ul style="list-style-type: none"> <li>• Discussed the committee's purpose and ground rules</li> </ul>		
3) Approve Agenda & Minutes	<ul style="list-style-type: none"> <li>• The minutes and agenda were reviewed</li> </ul>	The agenda and minutes were approved.	
4) FTE Charts and Services Descriptions	<ul style="list-style-type: none"> <li>• Reviewed the revisions to the charts. There was discussion about the purpose of looking at this information in depth as a group. Shauna R suggested that it might be more helpful to have a small workgroup look at this information and report their findings back to the larger group. Jeff C suggested that this work group might also look at continuity of care issues when looking at this information. Several committee members volunteered for this task</li> </ul>	Volunteers for the workgroup included Sandy K, Jane T, Larry N, GERALYN P and Jeff C	<b>Sandy K will schedule the first meeting. Barb Fortune will email Sandy the email addresses for the workgroup volunteers as well as the revisions to the charts. The workgroup will report back to the committee at the March meeting</b>

5) Substance Abuse Clinical Practice Guidelines	<ul style="list-style-type: none"> <li>• Marci presented and discussed draft of the Substance Abuse Clinical Practice Guidelines; asked committee members to review, comment and make recommendations. Jeff C asked if these guidelines had been cross walked with ASAM and the Minkoff Quadrants. Marci reports that they are working with the state to work out a crosswalk for this with co-occurring. Jeff C suggested that these guidelines be shared with the Co-Occurring workgroup so they have an opportunity to review them and make any comments. Marci's goal is to have these guidelines finalized within 1 month.</li> </ul>	Please review and send any comments to Marci Scalera by 2/25/05	
6) Kevin's Law	<ul style="list-style-type: none"> <li>• Marci Scalera reported that a workgroup from Washtenaw has formed to discuss the implications of Kevin's law. The first meeting was attended by WCHO Court Services staff and John Kettley. Minutes from the initial meeting were provided to committee members.</li> <li>• Committee members agreed that it is important to look at the implications of Kevin's Law regionally and to draft a plan for addressing the issues. Discussed sharing this plan with the judges involved and taking feedback from the judges back to the work group.</li> <li>• Marci asked that 2 key people from each county be identified, so that she can organize a work group meeting.</li> </ul>	Marci requested that the names and contact information of the identified people be sent to her before Wednesday 2/9/2005	<b>Marci will schedule work group meeting</b>
7) Case Management	<ul style="list-style-type: none"> <li>• Discussed the Philosophy, Program Description and Position description. There were a number of suggestions made, including adding a core function related to organizational development</li> <li>• It was suggested that the format utilized in the Substance Abuse Practice Guidelines should be utilized when drafting the CSM/SC Scope of Services</li> <li>• Discussed the need to invite a representative from Network Management to review our documents and compare them the with CPT code manual to determine what must be done to draft the Scope of Services</li> </ul>		<p><b>Barb F will make the requested revisions.</b></p> <p><b>Barb F will review the articles on best practices for case management services and Person Centered Planning for further guidance on the issue of referrals to external services vs providing as much of the service as possible</b></p>

8) Work Plan	<ul style="list-style-type: none"> <li>• Jane and Shauna will meet to draft a Work Plan before our next meeting in March</li> <li>• Discussed the Regional Developmental Disabilities Workgroup as relates to some of the work being done within this committee. There was discussion about consumer participation on this committee.</li> </ul>		<p><b>Shauna R will email out this work group's charge and will get language regarding consumer involvement on this committee to AEC</b></p>
9) Next meeting	<p>➤ <b>Friday, March 4th from 9am-12 In Towner II, Room 223</b></p>	<p><b>AGENDA ITEMS:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Work Plan discussion</b></li> <li>➤ <b>Review CSM/SC Program description, philosophy statement and position description</b></li> <li>➤ <b>Report on FTE/Description of Services charts</b></li> </ul>	