



Community Mental Health Partnership  
of Sullivan, Basking Ridge, NJ

**Clinical Care Committee**  
**August 5th, 2005: 9:00-12:00pm Towner 223**

**Present:** J. Terwilliger, B. Wilson, L. Newberg, S. Keener, P. Moise, J. Capobianco, M. Scalera, G. Petrik, M. Phillips, S. Reitmeyers, J. Shovels.  
**Absent:** K. Milner.

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
1. Review of Minutes and Agenda	<ul style="list-style-type: none"> <li>The minutes were approved with the following changes:</li> <li>Reflect P. Moise was present.</li> <li>Reflect the minutes were prepared by Jane Terwilliger/Dawn Pratt July 13<sup>th</sup>, 2005.</li> </ul>	The minutes were approved with changes.	-Geraldyn Petrik
2. Review of Purpose & Ground Rules	<ul style="list-style-type: none"> <li></li> </ul>		
3. DD Administrators work group report	<ul style="list-style-type: none"> <li>The DD Administrators group presented their first report to the CCC. Geraldyn Petrik presented the committee charge, work plan which covered four main topic areas: reviews Administrative Law Judge hearings, developing best practices for individuals with developmental disabilities, developing a manual that includes medical necessity criteria/entry/entrance criteria for a services in order to assure the region is authorizing services in a similar manner, and to develop a resource list.</li> <li>Trish Cortese presented information on the group's development of a set of DD Outcomes related to consumer quality of Life which has a rating scale. The outcomes follow the National Core Indicators. Once developed the group would have the Consumer Advisory Council review it for suggestions as well as a group from the U of M to review the validity of the scale. Target date is the end of September, 2005.</li> </ul>	The DD administrators group will make the next presentation to the CCC in November 2005.	Trish Cortese

	<ul style="list-style-type: none"> <li>• Gerilyn Petrik distributed a sample of the group's medical necessity guidelines work regarding outpatient specialty supports services. The group is currently developing similar guidelines for all services outlined in Chapter 3.</li> <li>• Gerilyn Petrik also noted the lack of providers for children's waiver services and overall provider provision of services as recent ALJ hearing issues.</li> <li>• Trish Cortese will transition to the chair of the work group in September 2005.</li> </ul>		
4. Clinical Record Document Policy	<ul style="list-style-type: none"> <li>• Marci Scalera presented the Policy.</li> <li>• The committee discussed the appropriate committee to review this policy and decided the Compliance Committee is the most appropriate group to review this policy.</li> </ul>	The policy will be taken to the Compliance Committee for their review.	Marci Scalera
5. FTE/Case Load subgroup report	<ul style="list-style-type: none"> <li>• The sub group reported the following recommendations:</li> <li>• Convert current team-like structures into the continuous support team model. A gentle roll out with timelines and goals. Identify areas required, guidelines, and areas looser than guidelines.</li> <li>• Develop a strategy to implement the change. Include consumers and others affected by the transition in the development of the change strategy. Identify champions early on.</li> <li>• 30-35 average case load sizes, other disciplines included on the team (medical person on each team-a nurse or physician.)</li> </ul>	The sub group will create a power point presentation for the AEC. The group will present this to the CCC first, on September 9 <sup>th</sup> , 2005.  Shauna Reimeiers will add this to the September 19 <sup>th</sup> , 2005 AEC meeting.	Jeff Capobianco Larry Newberg Sandy Keener John Shovels
6. Clinical Care Committee charge	<ul style="list-style-type: none"> <li>• The committee reviewed the charge and made several recommendations</li> <li>• The committee will then pass the revised charge on to the PI committee.</li> <li>• Metric indicators will be added to the charge by the PI committee.</li> </ul>	<b>Jane Terwilliger will make changes to the charge and bring it back to the committee for review.</b>	Jane Terwilliger
7. SD/IF work group information	<ul style="list-style-type: none"> <li>• The SD/IF work group will be asked to move from more general Self-Determination (SD) training to developing technical aspects of SD such as financial and contractual issues. They will have a contact at Allegan County (Deb McCreary) to provide support as well as having some Livingston County contracts for review.</li> <li>• Jane Terwilliger is the coach for the SD/IF work group chair and Donna Saborin will touch base with the chair, Britt Paxton, regarding the development of the contracts and financial processes.</li> </ul>		

8. Clinical Practice Guidelines	<ul style="list-style-type: none"> <li>▪ The guidelines were reviewed. The committee recommended adding the definition of fidelity and language about fidelity scores.</li> </ul>	Shauna Reitzeimers will make the noted changes to the document and present it to the board in September.	Shauna Reitzeimers
9. Other	<ul style="list-style-type: none"> <li>▪ Geralyn Petrik was transitioned to the chair of the CCC. Jane Terwilliger was transitioned to the coach of the chair for the CCC.</li> <li>▪ The AACP Guidelines for Recovery Oriented Services. Jane Terwilliger distributed the Clinical Care Committee Quarterly Report to the AEC, dated June 27thm, 2005.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
10. Next Meeting	<ul style="list-style-type: none"> <li>▪ September 9th, 2005</li> <li>▪ 9:00am-12:00pm</li> <li>▪ Tower 1 #228</li> </ul>	<p>AGENDA TOPICS</p> <ul style="list-style-type: none"> <li>▪ Family Psycho-education, Parent Management Training</li> <li>▪ FTE/Case Load subgroup power point presentation</li> <li>▪ Review the CCC charge and the revisions</li> <li>▪ Review AACP guidelines.</li> </ul>	Geralyn Petrik will draft the agenda for the next meeting.