



Clinical Care Committee  
**Minutes**  
11-6-09; 9:00-12:00 pm; Rm. # 107  
Meeting Room Telephone # 734-544-6810

G. Harris, **S. Wiland**, **S. Keener**, **P. Moise**, **D. Healy**, **S. Reitmeier**, **J. Sahutoglu**, M. Phillips, **S. Weary**, **B. Spalding**, **J. Terwilliger**, **L. Newberg**, **J. Capobianco**, M. Scalera, K. Milner, D. Orrin, V. Stead, **C. Witherow**, M. Graban, C. Kudyba, (bolded name indicates present at meeting; non-bolded name indicates absent at meeting)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
<p>I. Approve Agenda &amp; Minutes</p>	<p><b>Agenda changes</b></p> <p><b>Minutes Changes</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Updates:</b></p> <p><b>Breakthroughs</b></p> <ul style="list-style-type: none"> <li>• Phil reported about the DD Peers Support presentation at the Fall Conference. The presentation went well. The main questions asked were: Why are you waiting for the state to approve it? Why not implement on a volunteer basis?"</li> <li>• Phil reported about the Community Participation Initiative: it's a program using people from the community to do some things that case managers may not be able to do. There's a group established in Kalamazoo as a resource to provide the service. They've managed to make it a billable service. CCC thinks that perhaps Pat Cowan or Hazelette Crosby Robinson might be a good resource to champion this program for the affiliation.</li> <li>• An overview of waitlists was presented at the Fall Conference, what tools might be used in implementing and managing a waitlist. AEC reviewed draft guidelines from TSG, and is asking administrator groups to use the guidelines as the basis for the administrators' proposed solutions.</li> </ul>	<p><b>Agenda approved</b></p> <p><b>Minutes approved</b></p>	
<p>II. Items for AEC review on November 16<sup>th</sup>?</p>	<ul style="list-style-type: none"> <li>• Jane recommended that an update on the work plan is what's most helpful for the Committee Chairs meeting.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

	<ul style="list-style-type: none"> <li>• Jane also recommended an update on the MI Outcome tool.</li> <li>• Steve noted that the MI Outcome tool went on the SMI agenda, and got pushed down on the agenda by the waitlist topic.</li> <li>• The MI Outcome decision-making tool remains an open topic because the AEC wanted to see more of the decision-making and value stream mapping processes. SMI is considering options now.</li> <li>• Jane recommended that Steve report about the increase in services to kids, and the Medicaid Expansion project.</li> </ul>		
<p><b>III. Incident Report Data</b></p>	<p><b>Feedback to PI Liaisons requested – Jessica Sahutoglu</b></p> <ul style="list-style-type: none"> <li>• Background: the dashboard is looking for data about consumer health and safety. Rights advised there's a problem with Incident Reports not being reviewed by Rights at all because the consumer isn't clearly identified, which means it goes into the queue for Rights, and Rights won't review it.</li> <li>• Washtenaw seems to have the most incidents of IR's not being reviewed. Livingston also has this problem to a certain extent.</li> <li>• Counties that have the most success seem to have a dedicated staff person to handle IR's.</li> <li>• Providers aren't required to enter IR's into Encompass.</li> <li>• Jane noted that a small percentage of IR's wind up in limbo. Jessica confirmed that the data shows more than 95% of IR's are reviewed within 30 days, 2 counties are close to 100%.</li> <li>• Washtenaw has the majority of the problem with IR's not being reviewed within 30 days, and the problem will require a local solution.</li> <li>• Once the IT piece and any other "easy" pieces are resolved, the trending information does need to come to CCC.</li> <li>• Sandy wants to be a part of any efforts to fix any IR problems.</li> </ul>		
<p><b>IV. Workgroup Updates</b></p>	<ul style="list-style-type: none"> <li>• Clinical Forms Subcommittee – (Quarterly/January; Kathy Dettling)</li> <li>• Youth and Family Admin – (Quarterly/February; David King)</li> <li>• Adult Services SMI Admin – (Quarterly/December; John Shovels)</li> <li>• DD Admin – (Quarterly?; Mary Phillips)</li> </ul>		

<p><b>V. Standing Agenda Items</b></p>	<p><b>Performance Improvement Committee Update</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed different dashboard indicators that are being considered to remain or not remain on dashboard.</li> <li>• Jessica reported that she will attend Monroe and Washtenaw local management meetings this month for more input. The next step will be a mock-up of a new dashboard, and then a presentation to the AEC. There's no hard deadline.</li> </ul> <p><b>Evidence Based Practice Update?</b></p> <ul style="list-style-type: none"> <li>• There's a meeting next week at the state to talk about what money they have for block grants to roll out new EBP's. Monroe just finished their supported employment grant.</li> </ul> <p><b>Integrated Health Update</b></p> <ul style="list-style-type: none"> <li>• The block grant from last year just ended. Jeff presented recommendations that were made by the Learning Community, which CCC will need to review.</li> <li>• CCC provided feedback to Jeff regarding the recommendations.</li> <li>• Jeff will touch base with CCC before moving forward with a proposal.</li> </ul>		
<p><b>VI. Evidence-Based Practice Inventory</b></p>	<ul style="list-style-type: none"> <li>• Additions/subtractions?</li> <li>• Any input from affiliate partners to inform costs/benefits analysis?</li> </ul>	<ul style="list-style-type: none"> <li>• Jessica and Jeff will update the EBP spreadsheet (what is mandated vs. what is not needed/used/something) and bring it back to CCC in December.</li> </ul>	
<p><b>VII. PCP Policy Reviewer</b></p>	<p><b>See attachment – Shauna Reitmeier</b></p> <ul style="list-style-type: none"> <li>• Shauna presented draft of the policy.</li> <li>• How does it stack up against current PCP policy? The previous policy was more philosophical and wasn't as specific to various phases. Larry recommended reviewing the old one to make sure that no key components were dropped.</li> <li>• Shauna will review the old PCP policy as well as Timeliness policy. Jane, Larry, and CJ will work on looking at both policies to make sure they're aligned with the new PCP policy.</li> <li>• Attachment B on p. 9 is not a stand-alone. Larry suggested either including the first piece of this, or cutting and pasting.</li> <li>• CCC now owns this policy.</li> </ul>		

<b>VIII. Next Meeting</b>	<ul style="list-style-type: none"> <li>• December 4<sup>th</sup>, 2009, 9-12</li> </ul>	<b>Agenda items</b> <ul style="list-style-type: none"> <li>• BTC Policy</li> <li>• Evidence Based Practice (standing agenda item)</li> </ul>	<b>Parking lot</b> <ul style="list-style-type: none"> <li>• CSTS supervisor communication concept</li> <li>• Behavior Treatment Technical Requirement</li> </ul>
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