



**Network Management Committee**  
**Meeting Minutes**  
**1/25/07; 1-4pm; LLRC**

**Present:** Rainey Marhofer, Kelly Gauthier, Tim Neville, Matt Vergith, Heather Linky, Rondrea Green, Mac Miller, Shar Dunbar  
**Absent:** Gerry Noel, Mona McLain  
**Minutes:** Jeanette Kearney

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
1) Approval of Minutes & Agenda	<p><b>Agenda additions</b> none</p> <p><b>Minutes changes</b> None</p>	Minutes and agenda were approved	
2) Encompass Update/ Q&A/Information Sharing	<p><b>Provider Alliance Efficiency Recommendations:</b> Handout was disbursed. Info will be placed on a future NMC agenda.</p> <p><b>Encompass Updates:</b> Saginaw has a Provider monitoring system that may be useful to NMC. K. Gauthier and M. Harding will review Saginaw's monitoring system.</p> <p><b>New Form:</b> H. Linky created a Provider monitoring form for all CMH staff to use to notify PRU of provider-related information (good or bad). It will become part of the Provider profile in Encompass; will be kept in the monitoring section in the provider binders. Form will help PRU to identify and address patterns of Provider concerns, which will lead to follow-up and improvement to systemic issues.</p> <p><b>Systemic POCs:</b> The corrective action form L. Newberg created is being reviewed by PI and will come back to NMC.</p> <p><b>Provider Profiles:</b> Provider and consumer access to provider profiles in Encompass has not been discussed at NMC. The project designer, M. Harding will be consulted on this issue.</p>	<p><b>A first draft of the PRU overhaul project will be presented to NMC during the 2/22/07 meeting</b></p>	<p><b>K. Gauthier</b> will add this to a future Agenda</p>

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	<p><b>Contract Builder Database:</b> will be separate from Encompass, used across the affiliation, and will be a regional expense.</p>		
<p><b>3)</b> Lease info in Encompass – what do we need in the system?</p>	<p>The Committee identified items needed in Encompass.</p> <p>Lease language is not standard for all homes, and maintenance issues are often addressed on an individual basis - responsibility is not always clear between provider and CMH. A standardized attachment F was requested.</p>	<p><b>Attachment F will be reviewed by NMC when boilerplates are updated</b></p>	<p><b>K. Gauthier</b> will follow up with Mike Harding re: Encompass needs; and will add Attachment F to an Agenda in March</p>
<p><b>4)</b> Newaygo’s Respite Program Model</p>	<p>Kelly explained the Newaygo system, based on her discussion with their Finance Director. The Committee did not think this system would meet our needs.</p> <p>More information will be gathered on using an FI to manage the family friend workers. The Guardian Trac bid will be refined. CMH requirements will be defined.</p> <p>CLN has not submitted a proposal for FI services, it will be requested again.</p>	<p><b>Continue to gather information on the use of FI for family friend worker, respite services</b></p>	<p><b>M. Miller</b> and <b>M. Phillips</b> will identify deliverables, develop list of choices and alternatives.</p> <p><b>M. Vergith</b> will take lead in identifying the affiliation’s current use of family friend workers</p>
<p><b>5)</b> Final Decision re: PI Reporting Format for Q1</p>	<p>Quarter 1 data will be pulled from Encompass and reported using the forms created by Tim.</p> <p>Tim created separate worksheets (based on contract type) for Providers to use, which will be distributed as technical assistance. These will not replace Encompass reporting, but rather will be used as worksheets for providers who want that resource.</p>	<p><b>The Committee approved the use of the PI reporting form and approved the worksheets for providers (technical assistance)</b></p>	<p><b>T. Neville</b> will draft an email explaining the Provider worksheets</p> <p><b>Each affiliate</b> will send out PI worksheets to providers, and will send provider PI contacts to R. Green. <b>R. Green</b> will create a provider PI contact distribution list</p>
<p><b>6)</b> Credentialing Policy – implementation of changes</p>	<p>Information sharing in termination of contracts or provider concerns needs to come to NMC, and PRU must be notified when a contract is terminated, to maintain accurate records.</p> <p>Reporting of LIP suspensions/terminations from the provider panel will be completed by PRU. Contract termination will be handled locally.</p> <p>The Credentialing Committee will update NMC as needed related to any concerns with LIP performance, complaints, etc</p>	<p><b>Policy will be revised</b></p>	<p><b>K. Gauthier</b> will revise the Credentialing Policy</p>

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7) Next meeting	Next meeting: <b>February 8, 2007 (LLRC), 1:30-4:00</b>	Agenda Items <ul style="list-style-type: none"> <li>• Discussion of pilot project for CLS PI indicators</li> <li>• Draft of updated out-of-network contract procedures</li> <li>• Review of NMC work plan for 2007</li> </ul>	