

	<ul style="list-style-type: none"> • Breakthrough: A workgroup has been created to implement staff training for consumers that transfer populations. • One Sentinel event. • Case record review was completed, 144 cases reviewed. Results are attached to the report. Opportunity themes identified. <p>Monroe</p> <ul style="list-style-type: none"> • BMC reorganized this summer and there are new committee members and chairs. The indicators are being developed. • Breakthroughs: There has been increased buy in, staff involvement and overall excitement by staff as a result of the re- organization of committee memberships and revised work-plans. • Successes: Child and Family department received 2 grants. DD population has been meeting monthly with providers to increase communication and problem solve up front. Adult MI opening a peer support drop in center with peer/consumer staff. • Completed the 2nd annual JCAHO fair, which is an educational opportunity. All supervisors and managers have completed the personal mastery course • No sentinel events, however 3 near misses and for those an analysis was done. A workgroup was created to discuss a way to identify protocols and to create procedures for identifying risk. Information could be extended to providers as well. <p>PCP Consultation Team Project Update</p> <ul style="list-style-type: none"> • AEC gave feedback on the process document and it was revised to include team learning. L. Hall will train the consulting team on learning org principles. AEC extended rollout of reviews to January '07. AEC decided one consultation team (representation from each county and WCHO) will pilot the project for 6 months. Project will be discussed at RCAC in November, and team will meet in November and complete learning org. training. <ul style="list-style-type: none"> ○ Process will be rolled out to all staff in 1/07. 	<p>Monroe report approved</p>	
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	<ul style="list-style-type: none"> ○ Reviews will begin between 1 & 2/07. ○ All staff rollout has not changed from original plan and includes six month and one year check up points. <p>IR Team Project Update</p> <ul style="list-style-type: none"> • The work-plan will be revised based on IM recommendations for the project. J. Nelson is the project leader. Workgroup will review current process used by each affiliate. Job shadowing of group home provider should be completed within 2 weeks. A provider survey was completed to gather feedback. The results were positive. The workgroup will review data and determine an efficient IR reporting process. Project completion date is 7/07 and may need to be revised. J. Nelson is piloting a program for Providers to complete the majority of their documentation electronically. 		
<p>3. Approval and Implementation of New Programs Policy</p>	<ul style="list-style-type: none"> • Include stakeholder involvement language in all sections of the policy. • The Policy requires that new programs receive PI approval using the defined process. AEC approval is required if new program includes extensive resources. Concern was expressed over the level of detail the process requires and possibility of hindering a new project. It was stated the project scope would dictate the required paperwork. The intent of the form is to learn the steps needed to move ideas forward. • It was suggested to have a two step approval process; the first would be completion of the “sniff” form for preliminary approval. The second step would be to complete the toolkit process. • Examples and definitions of programs that would and would not require use of the new process was requested. • The process used by NASA was also discussed. NASA contracting approval process is very successful. 	<p>The Implementation of New Programs Policy was approved w/revisions: clearly define when usage occurs and include stakeholder involvement in all sections of the policy.</p> <p>D. Sabourin will create an example of when to use the New Programs Policy and toolkit, using the jail diversion pilot program at CSTS.</p> <p>S. Reitmeier will revise the policy definitions and add stakeholder language. S. Reitmeier will revise the “sniff test” form.</p> <p>N. James-Emerick will revise exhibit C of the Policy.</p> <p>L. Newberg will revise exhibit B.</p>	
<p>4. New Initiative Toolkit</p>	<ul style="list-style-type: none"> • Completion of the Initiative Toolkit is required when requesting approval of a new program. Top headings of the form are the four key areas in the balance score card. It is a new form. • Matrix form will be revised, programs and partnerships 	<p>It was decided J. Capobianco will create an example project using the Initiative Toolkit.</p>	

	<p>should say, project title, columns may be added for totals and dates.</p> <ul style="list-style-type: none"> Progress of projects will be reported at PI along with Committee updates. PI Committee will keep a master list of all projects and its updates. 		
5. Systems Issues & Process	<ul style="list-style-type: none"> There was discussion and brainstorming around affiliation systems and processes. A more efficient process for requesting Encompass reports is needed. It is a system issue not a person issue. A report lookup is needed; often one staff has access to report information another staff may need however it is not known by both staff. Knowing all available reports would be useful. Project management is needed there is no infrastructure. Affiliation is trying to build infrastructure. It was stated focus should include improvement to customer service and not be limited to process improvement, more efficient more effective, but for whom. <p><u>Systems Issues Hindering Assigned Tasks</u></p> <ul style="list-style-type: none"> Encompass-data reports Staff Dependability Department Dependability/Accountability Current Procedures 		
6. DCH Update	<ul style="list-style-type: none"> S. Reitmeier received a memo from State stating the new QAPIP Study will be DCH indicator #3, mandatory study for anyone not achieving 100%. More information will come. DCH recommends continuation of Coordination of Care with PCP study. Outcome Attainment may continue and be modified if necessary. S. Kapica and S. Reitmeier will discuss issue during EQR visit. Indicator workgroup will have already pulled data for mandatory study. 		
7. Next Meeting	<ul style="list-style-type: none"> December 7, 2006; 1:00-4:00; LLRC 	<p>Agenda Items:</p> <ul style="list-style-type: none"> All Committee Data Reports 	