



Community Mental Health Partnership
of southeastern michigan

Performance Improvement (PI) Committee
Meeting Minutes
 5-1-08; 1-4pm; LLRC

J. Sproat (guest), D. Healy, M. Harding, J. Kearney, J. Peer, J. Anthony, B. Spalding, S. Reitmeier, V. Taylor, L. Newberg, K. Gauthier, P. Cowan, K. Szewczuk, B. Spalding, V. Stead, J. Peer, P. Moise, D. Sabourin, D. Chisholm, J. Baltzell, J. Sahutoglu, M. Perez, B. Wilson, L. Hall, J. Newberry, D. Virgo, B. Fortune, CJ Witherow, J. Capobianco, N. James-Emerick, L. Brown, V. Taylor, S. Brown, B. Fowkes (*bolded name indicates present at meeting; non-bolded name indicates absent at meeting*)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Check In / Approve Minutes & Agenda (ACTION)-1:00p	Agenda additions <ul style="list-style-type: none"> • None Minute changes <ul style="list-style-type: none"> • None 	Agenda and minutes approved without change	
II. iChat Videoconference Training 1:10p	<ul style="list-style-type: none"> ○ WCHO Information Management staff J. Sproat distributed and presented instructions for videoconference within the affiliation ○ The Encompass Implementation Committee (EIC) has piloted videoconference technology, called iChat ○ Each affiliate has Macintosh laptop(s) for video conferencing ○ Videoconferencing capabilities are within the affiliation only, and cannot be used for state meetings ○ Presentations cannot be seen thru videoconference technology ○ Projector can be used in conjunction with videoconference equipment ○ Contact J. Sproat at WCHO thru wchohelp@ewashtenaw.org with concerns ○ WCHO IM staff may be able to assist affiliation committees with 1st time equipment use ○ Process is being refined as its used 	J. Kearney will email the videoconference instructions to affiliation committee chairs Committee chairs will share videoconference information with committee members.	J. Kearney
III. Action Plan 1:30p	<ul style="list-style-type: none"> ○ The draft PI Committee Work plan that included feedback from the April '08 PI meeting was distributed and reviewed ○ The PI liaisons will review and finalize the draft plan ○ Scope of the provider forum needs to be determined, if it will be included in the final plan ○ Stakeholder terminology was used to identify, staff, consumer and providers ○ Data dictionary was added to the plan ○ Communication plan was used instead of flow of 	The final draft PI work plan (action plan) will be finalized at the May '08 PI meeting	S. Reitmeier



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	communication ○ The PI committee will monitor the balance scorecard measures		
IV. Committee Composition	○ PI Liaison's are committed to having line staff from each discipline (MI & DD, adult and children) be a part of the PI committee composition-4 ○ Livingston County will provide MI child representation-1 ○ Lenawee County will provide MI adult representation-1 (or CSTS will ask D. Healy to be PI rep, for this group)-1 ○ Monroe County will provide DD Child representation-1 ○ CSTS will provide DD Adult representation-1 ○ Utilization Review will provide committee representation-1 ○ Clinical Care Committee will provide representation-1 ○ Regional Consumer Advisory Council will provide rep.-1 ○ L. Hall will be both the Customer Service Committee and Livingston County PI Liaison, representative of PI-1 ○ Medical Doctor will be a part of the PI composition--1 ○ All PI Liaisons will be part of the PO composition-5 ○ There will be consumer representation -4 (need consumer from Lenawee) ○ Provider Forum will provide representation-1 ○ Total composition consist of 24 members	K. Szewczuk will follow up to determine if Lenawee County will provide MI adult representation to the PI committee composition	K. Szewczuk
V. Important Aspects of Care Report	○ Draft report was distributed, reviewed and well received (<i>kudos to J. Sahutoglu for preparing the report</i>) ○ Annual report ○ Affiliation data included in the report ○ Data is unduplicated ○ Census categories were used to be able to compare to the general population ○ There is an issue around jail diversion data; state data was used ○ Suggestion made to color code counties and use either color or gray charts, not both ○ Report needs to be color coded and printed off for consumer PI members	The Important Aspects of Care Report will be presented to the affiliation subcommittee in June 2008 M. Harding will verify authenticity data warehouse data used in the Important Aspects of Care Report The Utilization Committee was asked to review the inpatient data contained in the Important Aspects of Care Report.	S. Reitmeier M. Harding B. Fortune



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	<ul style="list-style-type: none"> ○ Goal is to use the report for determining PI projects ○ Assessment and Important Aspects of Care Report will be combined 		
VI. PCP Implementation Follow Up	<ul style="list-style-type: none"> ○ The implementation group met ○ PCP recommendations were reviewed ○ Brainstorming sessions will occur at future meetings ○ Request for deadline extension may be submitted 		
VII. Next meeting	6/5/08 1-4p; LLRC	Agenda Items <ul style="list-style-type: none"> ○ Committee and affiliate reports ○ Orientation for new committee members ○ Balanced Scorecard ○ Action Plan Update 	Parking Lot <ul style="list-style-type: none"> ▪