

**Meeting Minutes**

9-4-08; 1-4pm; LLRC



Community Mental Health Partnership  
of Southeastern Michigan

**A. Kirchner, B. Fortune, B. Spalding, B. Fowkes, CJ Witherow, D. Healy, D. Chisholm, D. Sabourin, J. Laskaska, J. Anthony, J. Kearney, K. Szewczuk, L. Newberg, L. Hall, M. Perez, N. James-Emerick, P. Cowan, P. Moise, S. Reitmeier, V. Stead. M. Rozich** (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 <b>(ACTION)-1:00p</b>	<p><b>Agenda additions</b></p> <ul style="list-style-type: none"> <li>Utilization Review (UR) Committee Report</li> </ul> <p><b>Minute changes</b></p> <ul style="list-style-type: none"> <li>Clarify action item IIIC- L. Hall will lead the project to identify a peer supports specialists for the DD population. S. Amos will work with SPMI workgroup and CCC to address other peer supports concerns.</li> </ul>	<p><b>Agenda</b> was approved with addition</p> <p><b>Minutes</b> were approved with revision</p>	
II. Breakthroughs, Barriers, Suggested PI Projects (standing item) <b>(DISCUSSION)-1:10p</b>	<p>a. The community support treatment services (CSTS) nurses group forwarded a suggestion to the PI Liaison's Group. The nurses would like the affiliation to create a workgroup to work on improving the Personal Health Review (PHR) form, overhaul the form.</p> <p>b. The Important Aspects of Care Report is being redesigned to capture data that is important to the affiliation</p> <p>c. Lenawee has contracted with the vendor Essential Learning. The vendor will provide on-line training services to Lenawee, effective immediately</p> <p>d. Suggestions were given for a Monroe CMH consumer that is experiencing legal issues regarding housing.</p>	<p><b>Ila. S. Reitmeier</b> will discuss the formation of a PHR affiliation workgroup formation with the information management department of the WCHO and the PI Liaisons</p>	S.R.
III. Coordination of Care Study Update <b>(DISCUSSION)-2:00p</b>	<p>a. <b>Coordination of Care Study</b></p> <ul style="list-style-type: none"> <li>J. Sahutoglu (WCHO Health Data Analyst) gave an overview and update of the coordination of care study</li> <li>It is a department of community health (DCH) study</li> <li>Data shows the following:                             <ul style="list-style-type: none"> <li>CMH consumers die at age 55, on average</li> <li>Only 1/2 of the affiliation's consumers have their personal health review form (PHRs) completed at time of entry</li> </ul> </li> </ul>		



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	<ul style="list-style-type: none"> <li>▪ 28% of affiliation's consumers have their subsequent PHRs completed within 1 year of their last PHR</li> <li>• Interventions were reviewed</li> <li>• A suggestion was made to revise the questions on the PHR form</li> <li>• More direct end users involvement and consumer input is needed for the study</li> </ul>		
IV. PI Work-plan Update <b>(DISCUSSION)- 3:00p</b>	<p><b>a. Project Prioritization Process</b></p> <ul style="list-style-type: none"> <li>• Criteria is being defined for PI Projects &amp; PI studies</li> <li>• The PI Liaisons will flowchart the process that will be used to identify PI projects</li> <li>• A draft of the PI rating tool was reviewed</li> <li>• Tool feedback should be deferred to data group members</li> <li>• The WCHO data group is available to assist PI members compete the PI rating tool</li> </ul> <p><b>b. Stakeholder Impact</b></p> <ul style="list-style-type: none"> <li>• P. Cowan drafted a Stakeholder Input Guidelines Document</li> <li>• The draft document was disbursed, reviewed and well received by PI Members</li> <li>• The regional consumer advisory council (RCAC) will review the document at a future meeting</li> <li>• The finalized version of the document will be posted to the affiliation website</li> </ul>	IVa. <b>PI Members</b> will provide feedback on the PI rating tool to a data group member	
V. Utilization Committee (UR) Report	<p><b>a. Inpatient Recommendations</b></p> <ul style="list-style-type: none"> <li>• The CSTS's community crisis response team will take the lead in acting upon the inpatient utilization recommendations</li> <li>• The UR Committee will follow up with the co-occurring workgroup to determine if the inpatient recommendations</li> </ul>	Va. <b>The PI Committee</b> accepted the UR Committee Report	



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	assigned to them were acted upon <ul style="list-style-type: none"> <li>• Most of the identified inpatient stay problems were Washtenaw County CMH concerns and CSTS is addressing them and making changes accordingly</li> <li>• It was asked if inpatient stay is being monitored by UR</li> <li>• UR is working with the data group to identify utilization measures and analysis</li> </ul>		
VI. <b>Next meeting</b>	<b>10/2/08 1-4p; LLRC</b>	<b>Agenda Items</b> <ul style="list-style-type: none"> <li>○ Breakthroughs, Barriers, Suggested PI Projects (standing item)</li> <li>○ Dashboard Update</li> <li>○ Follow-up on the Stakeholder Input Document</li> </ul>	Parking Lot <ul style="list-style-type: none"> <li>▪ Review of PI Data Report</li> </ul>