Community Mental Health Partnership of southeastern michigan

Utilization Review Committee

Meeting Minutes

Wednesday, 4/23/2008 9:30-noon; Towner II, Veronica Walker Room

Committee Purpose

To ensure the most efficient and effective use of affiliation clinical care resources

Present: J. Terwilliger, K. Antkowiak, L. Hayward, T. Gomez, B. Fortune, L. Newberg, S. Reitmeier, S. Keener, P. McKenna, C. Witherow
Absent: L. Brown, J. Newberry

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Check-In –	• All		
II. Review of Purpose	•		
III. Review of 4/9/2008 Minutes & Today's Agenda	• All	Approved	
IV. Regional PI Committee	• Need Rep from URC on PI Committee	• Barb will represent URC on the Regional PI Committee. Barb will follow up with supervisor to ensure that adequate time is planned for this, adequate resources are allotted for the involvement	Barb, Timeframe – next scheduled supervision
V. Work Plan Update and discussion about progress, barriers, what supports, resources are needed to be successful in moving forward. Any adjustments needed?	• The committee members identified possible/probable breakdowns in achieving the outcomes on the current work plan and in how a UR/UM system should function, barriers, staff/supervisory commitments, importance of work and hindrances, drive time, length of meeting, should two staff attend, structural or infrastructure tasks vs. task generated elsewhere that take precedence and create setbacks, systems maintenance • Consistent decision making is needed • UR is a core function to ensure fiscal responsibility but is not discussed during supervision • Committee's purpose is to ensure the most efficient, effective use of affiliation resources, recognizing that there are often conflicting	1. Full UR Committee once per month, 1 meeting per month will be carved out to actually do the work. Committee members agreed/committed to keeping this time carved out for URC work. 2. Work w/supervisors to talk about the costs and benefit of the work done by UR 3. PR/Ed/Awareness of UM 4. Outcome Action Groups (OAGs) 5. Just Do it – Keep It Simple Sweetie (KISS)	Meeting schedule to change,

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	priorities, Training supervisors to change the culture in authorizing care, to view service decisions as utilization management decisions • UM is critical to the work • Importance of saved resources to the proper level of care • Include amount, scope and duration of time/resources needed to complete items on work plan and to fully participate in the committee work • Monitor outcomes and associated time frames • A framework is needed to facilitate a conversation in terms of cost and commitment • Enroll and gain alignment throughout affiliation in terms of the vision, purpose of the UR Committee • Creating an educational alignment is important to the organization which is a challenge	6. Use external personnel 7. More frank discussions about barriers (incl. personal mastery issues) 8. Accountable: participation/ progress • Recheck commitment in 6 months; communicate to people who are absent. • Send in form of decision log • Effective 5/14/08; i.e. next working committee meeting will be based on Theresa's schedule.	Barb Barb
VI. Work Plan Outcome #1 Two Tiered benefit package	• Special Workgroup started (Larry) ~ Brief update provided. • Data – (Linda B) – Barb requested clarity on actions needed, if any, to address the issue of GF utilized to meet spend downs/Medicaid deductibles	• Have a discussion about what data the committee should be looking at, when etc • Meet with Jessica on over/under utilization • Follow up with Tracy and connect with Jessica	Tracy Shauna
VII. Work Plan Outcome # 2 Over/Underutilization studies	• CLS Summit Update (Louise, Larry, Sandy) – Feedback will be reviewed at the next meeting and the tool revised prior to being entered into Encompass. • Update – Tracy requested a list of consumers with 12 hours a day of CLS services. Discussion ensued.	Barb will resend the last decision made related to this issue,	Within the week

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	• Review of Inpatient Data – Liz' Study • Look at final Draft of Recommendations – Larry • What are the next steps? – Larry, All, based upon discussion at PI Committee Meeting on 4/3/2008 - All	• Tabled/lack of time • Tabled/lack of time	
VIII. Work Plan Outcome # 3 Manual revisions	• Update – Louise	• Tabled/lack of time	
IX. Work Plan Outcome #4 Managed Care/Service Authorization section of an anticipated affiliation training	• Update – Sandy	• Tabled/lack of time	
X. Next Meeting	**May, 14, 2008, 9:30 am to Noon, Veronica Walker Rm.**		
XI. Meeting Eval. / Checkout / Adjourn	Good discussion, needed to happen		