



**Utilization Review Committee**  
**Meeting Minutes**  
Wednesday, 9/9/2009 - 9:30-noon; Towner 1 VWR

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

**Present:** **P. McKenna, K. Antkowiak, L. Newberg, J. Sahutoglu,** J. Terwilliger, **S. Keener, S. Risk,** C. Witherow, T. Gomez, B. Fortune, **L. Hayward, S. Weary,** M. Graban, V. Bagherzadeh, **C. Fair** (*bolded name indicates present at meeting; non-bolded name indicates absent at meeting*)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Check-In –	•		
II. Review of minutes from 8/12/2009 and Agenda	<b>Agenda changes</b> <ul style="list-style-type: none"> <li>• Add flow-through data</li> </ul> <b>Minutes changes</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	Agenda approved as amended  Minutes approved	
III. Update: Inpatient Readmissions Q2 2009	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> quarter data was due today. So far, Monroe and Lenawee have sent data.</li> <li>• Livingston’s case reviewer has moved to another position, so Larry may need to provide Livingston’s data. 2<sup>nd</sup> quarter data has been reviewed, but Livingston hasn’t had a chance to discuss it yet.</li> <li>• CSTS is going through budget struggles right now, facing layoffs.</li> <li>• Louise noted that because of the looming changes at CSTS, work and efforts have already been affected. These effects probably started to happen in August, and will probably be reflected in declining data indicator performance eventually.</li> <li>• Jessica asked if there’s anything that UR should be looking for right off the bat.</li> <li>• Louise mentioned all the budget stuff is going on while some geographical changes are also going on: in DD services, they’ve reorganized caseloads</li> </ul>		

	<p>based on geography. Each DD team is responsible for a section of the county. The summer was spent transitioning consumers to new staff</p> <ul style="list-style-type: none"> <li>• Timeliness might also be affected.</li> <li>• DHS systems changes might also affect productivity.</li> </ul>		
<p>IV. GF – Managing Demand – Report out from 8/31/09 Meeting – Role of UR Committee</p>	<ul style="list-style-type: none"> <li>• Larry advised that the AEC has charged the 3 clinical administrators group with developing a method for managing the GF consumers, and coming up with recommendations for: <ul style="list-style-type: none"> <li>○ who should get in the front door</li> <li>○ who should continue services once they started</li> <li>○ which services should be authorized</li> <li>○ what kind of procedures should be in place to review the needs of consumers</li> <li>○ how to prioritize the folks who are put on a waiting list</li> </ul> </li> <li>• Managing the waitlist should be uniform throughout the affiliation. However, depending on the resources of an affiliate, the number of people entering services in a given period may vary.</li> <li>• Sandy advised that the DD group met yesterday. The MI group is meeting next week. The Children’s group is due to meet later this month.</li> <li>• Oct. 1: each group’s work plan should be written.</li> <li>• UR’s primary role may be to develop the GF manual based on what’s approved by the AEC.</li> <li>• Sandy noted that spend-downs who are also on HAB waiver will have a great impact financially. Medicaid-only respite was also discussed by the DD group.</li> <li>• Sandy suggested that each of the 3 Admin groups can report back to UR (informally). UR agreed, because there may be a chance down the line that UR will be involved as a resource.</li> </ul>		

<p>V. Update: Over/Underutilization Studies</p>	<ul style="list-style-type: none"> <li>• Louise checked with Daryl Greenleaf. There are 739 HAB waiver slots allowed, 718 slots filled, 21 vacant slots, 15 packets at DCH being reviewed, which leaves 6 slots. Livingston just submitted a packet, Mt. Pleasant is closed and Washtenaw is getting the paper work together for another packet, which leaves 4 available slots.</li> <li>• Ken advised that 5 Washtenaw consumers are at Reuther and 2 are at Kalamazoo.</li> <li>• Sandy reported that 1 Lenawee consumer is at Kalamazoo.</li> <li>• Larry advised that Livingston's last Mt. Pleasant consumer is in a CLS setting, now involved in Gentle Teaching.</li> </ul>		
<p>VI. Flow-through rate data</p>	<ul style="list-style-type: none"> <li>• Jessica looked at the flow-through data going back to 2005, and she advised that it wouldn't serve the purpose to review all the data. She recommended just looking at the number of unique individuals served by quarter, which would provide a trend when thinking about caseloads and staffing.</li> <li>• UR agreed that simplified data will be sufficient.</li> <li>• Sandy noted that capturing Length of Stay by reviewing the flow-through data is important.</li> <li>• Larry advised that it's important that the data allows us to determine something significant, such as "we need more resources" or "we have too many resources."</li> </ul>		
<p>VII. Update: Feedback on new Manual</p>	<ul style="list-style-type: none"> <li>• No update.</li> <li>• Stephanie has been receiving feedback in doing her Appeals training that new employees don't know how to access UR or Medicaid Provider manual. She plans to give people the locations to the manuals on the regional web site, as long as UR is okay with the current unrevised</li> </ul>		

	<p>manual being made available. UR is okay with Stephanie pointing people to the current UR manual on the regional website</p>		
VIII. Update: Supervisor Training on UM.UR	<ul style="list-style-type: none"> <li>Sandy reported that the workgroup hasn't met since spring. The barrier that seems insurmountable is where to locate the training, and how to access it. Sandy doesn't think anything new is going to happen anytime soon.</li> </ul>		
IX. Next Meeting	<p><b>Veronica Walker Room, 9/23/09 - canceled</b>  <b>Veronica Walker Room, 10/14/09</b></p>	<p><b>Agenda items:</b></p> <ul style="list-style-type: none"> <li>Review 2<sup>nd</sup> quarter readmission data.</li> <li>Update from Administrators groups.</li> <li>Update on new manual.</li> <li>Work plan review.</li> <li>When Jane is here, review role in waiver issues (what we do vs. what DD administrator group does).</li> <li>Louise noted that it'd be good to know who is coming off a waiver.</li> </ul>	
X. Meeting Eval. / Checkout / Adjourn	<p>Productive, good meeting</p>		