



Community Mental Health Partnership of Southeast Michigan
Regional Provider Meeting
May 21, 2010
9:30 – 12:00
Towner 2, Room 1120
MINUTES

1. Welcome and Announcements

- It was suggested that we add the address to future agendas for the meeting locations.
- Steve Weindorf asked if there was still interest with the Provider Group Committee meeting 30 minutes prior to the regularly scheduled provider meetings. If you are interested in this group, please contact Barbara Fowkes (bfowkes@spectrumhuman.org) or Steve Weindorf (steven@communityresidence.org).
- Steve Weindorf mentioned that there was a free dental clinic recently within their organization that provided cleanings and x-rays for 25 of their clients. This was an all volunteer activity that had donations that included x-rays, toothbrushes, cleaning, staff time, etc. Steve will be writing up a plan to share with providers.

2. General news and updates (20 min)-Shauna Reitmeier

- Introductions (10 min)
- Office of Recipient Rights update (10 min)-N/A

3. Policy Revisions (25 min)-CJ Witherow-CJ was not able to attend the meeting, so Shauna gave the policy updates.

- Shauna indicated that the policies are on the website in the policy manual portion.
 - Behavior Treatment Committee (BTC) Policy
 - There were a number of attachments that were on the policy that were Washtenaw specific so they were removed. This policy will clarify the list of medications that are approved. Mary O'Hare stated that the State has asked that we collect data for any interventions that were done. So we are asking providers to complete the start and stop time, so that we can capture the length of the intervention.
 - Access System Policy
 - DCH has set standards around access to services. This replaces the internal policy for Washtenaw internal services.
 - Sentinel Events Policy
 - Joint Comm standards, MDCH standards and standards for both are clearly stated in the policy.

- Incident Report Policy
 - Shauna stated that the new policy has been in place and that the providers have been directly entering their own IR's into Encompass. Very few exceptions for providers have been granted.
4. Compliance Update (15 min)-CJ Witherow—**TABLED**--CJ will send information out to the providers.
- **New Michigan Smoke Free Air Law**-This applies to a large number of our consumers. **CJ will send out a technical assistance bulletin to providers.**
 - **HITECH report template**-CJ will be sending out the template for you to use.
 - **Upcoming revised policy on Electronic/computer mediated communication**-this will be updated soon. This will help to identify communications between providers and consumers and what can be changed.
 - **Upcoming revised policy on confidentiality (with HITECH provisions)**-this will be updated based on the HITECH changes within the next few months.
5. Incident Report Follow Up (10 min)-Shauna Reitmeier-Staff names still need to be updated in Encompass. Providers can send the current staff lists to the wchohelp@ewashtenaw.org and IM will update the staff in Encompass.

It was asked that if equipment were to break down, what is the back up process for submitting incident reports? Shauna will check on this and communicate out to the providers. Any IR's that are dropped off or faxed are directed to Shauna. It was mentioned that if you scan an IR after the event, it will not let you enter it into Encompass. **Shauna will check with Jackie Sproat about this.**

6. Other-
- Steve Weindorf stated that in encompass it isn't calculating the amount of CLS units remaining. They contacted the helpdesk and were told that it was not calculating correctly. The number of authorized units/hours is based upon a week and not a month. **Shauna will check with IM and communicate the process to the providers.**
 - Shauna is working on some mapping of our process for Washtenaw for people getting CLS and Spec Res services. She will be working on DD for kids. She is looking at the projected outcome for these consumers and how to achieve that outcome. Shauna may be contacting some providers when she starts with the DD/kids piece and she will be looking at having the case managers on the group.
 - Bed Bugs-last provider meeting we presented information and wanted to follow up. Shauna and Sally are working on a bed bug symposium. They are looking at the possibility of having the housing commission, providers, apartment complexes, etc to get a better understanding of responsibilities and share info. Their goal is to have this symposium this summer.
7. Meeting adjourned @10:20am.

Washtenaw Providers only from this point

8. Washtenaw Community College Training update (20 min)-Rondrea Green
 - Rondrea Green (greenr@ewashtenaw.org) is the contract contact person. Rondrea stated that the registration process will be changing and that walk in registrations will not be accepted. You must pre-register for the Medication and Rights classes. If you have pre-registered and you are not able to attend the class, please notify wcho@wccnet.edu as soon as you know that you can't attend. Washtenaw Community College will be providing a report to the WCHO for no-shows and providers will be responsible for sanctions. Rondrea stated that they are aware of trainers not showing up for the medication refresher class and they are addressing this issue.
 - Make sure that only employees only show up for trainings. If providers are using volunteers, they are able to attend the training.
 - All Medication and Rights classes are being verified with identification. If you don't have id, you won't be able to attend class/take the test.
 - Provider focus group to review curriculum on the classes that are offered.
 - This has been a non-issue due to the fact that the training is very informative and helpful. The positive is that the trainers that are training these classes are actual field staff that are aware of what happens. Maybe separate the MH vs DD-affects Recipient Rights curriculum.
 - Effective with the June training the Rights and Medication training will be limited to 30 students. Rondrea will let providers know when the process will begin with the no-shows.

9. Mary O'Hare stated that there is a town hall for anyone that is providing mental health services or that are receiving services. Spaghetti dinner is provided by Full Circle and Desert is provided by Fresh Start.

**Next Provider Meeting: September 17, 2010, 9:30 – 12:00
at 555 Towner, Room 1120**

(Please contact Rhonda Hall hallr@ewashtenaw.org with agenda suggestions)