

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
QUARTERLY COUNTYWIDE CHILDREN’S QUALITY IMPROVEMENT COMMITTEE (QIC)**

Type of Meeting	Quarterly Countywide Children’s Quality Improvement Committee (QIC)	Date	November 20, 2014	
Place	600 S. Commonwealth Ave. Conference Room 113 Los Angeles, CA 90005	Start Time:	10 AM	
Chairperson	Debra Mahoney	End Time:	12 PM	
Co-Chair	Lisa Harvey & Alyssa Bray			
Members Present	Adrine Bazikyan, Alyssa Bray, Ashlei Sullivan, Charity Wabuke, Colette Esparza, Danielle Price, Darin Rorrer, Debbie Jih, Debra Mahoney, Gassia Ekizian, Gene de los Santos, Honey Dardashti, Hrug Ghazarian, Ike Mendoza, Jayne Millstein, Jen Chellew, Jennifer Wong, Jessica Walters, Judy Cardona, Kathleen Kim, Kendra Valdez, Kimberly Green, Loretta Herndon, Laura Villa, Lisa Harvey, Lorraine Romero, Maria Bhattachan, Marisol Lara, Michael Boroff, Michelle Ferrante, Mike Ford, Rebecca de Keyser, Robert Trujillo, Rosemary Flores, Ruby Roubinaminassian, Silvia Yan			
Agenda Item & Presenter	Discussion and Findings	Decisions, Recommendations, Actions, & Scheduled Tasks		Person Responsible & Due Date
Call to Order & Introductions	The meeting was called to order at 10 AM.	Introductions were made.		Debra Mahoney, Lisa Harvey & Alyssa Bray
Review of Minutes	The August 2014 minutes were reviewed	Minutes were approved.		QIC Members

Agenda Items	Discussion & Findings	Decisions, Recommendations, Actions, & Scheduled Tasks	Person Responsible
<p>Quality Improvement (QI)</p> <p>Parameters of Family Engagement & Inclusion for Adults</p> <p>Counseling 4 Kids QI Project</p> <p>QI Announcements</p>	<p>Vandana Joshi introduced Michael Boroff, as the new Departmental QI representative who will attend the QIC Meetings.</p> <p>As part of a larger Departmental QI Project, they distributed pre-surveys for the presentation on Parameters of Family Engagement and Inclusion for Adults. Post-surveys will be emailed to Providers who attended today's training. The surveys evaluate the knowledge and practices gained as a result of the training.</p> <p>Helena Ditko, Program Director of the Office of Family Engagement, presented information on how to engage family members in the treatment of DMH consumers.</p> <p>Kathleen Kim, Director of Quality Assurance (QA) for Counseling 4 Kids presented information and a power point on one of their FY 14-15 QI projects, which includes scanning all paper charts into their electronic health record system.</p> <p>Providers have been diligently submitting their agency/program Request for Change of Providers (COP) logs via fax or [secure] email to Ted Wilson at the Patients' Rights Office (PRO)</p> <p>Martin Hernandez from PRO has requested that Providers continue to <u>fax</u> all Notice of Action (NOA) documents. Please don't send them via [secure] email.</p>	<p>Providers are encouraged to submit completed post-surveys as part of a Departmental QI project.</p> <p>Providers were informed that they can request staff training by calling or emailing contacts on the last page of the attached power point.</p> <p>COP logs should be sent to PRO via fax or [secure] email by the tenth day of the month following the month for which the logs are completed, regardless of whether there are any clients requesting a change of provider.</p>	<p>QIC Members</p> <p>QIC Members</p> <p>QIC Members</p>

Agenda Items	Discussion & Findings	Decisions, Recommendations, Actions, & Scheduled Tasks	Person Responsible
QI Announcements (continued)	<p>New mental health posters have arrived and PRO has distributed them to the Service Area (SA) liaisons. We will distribute one to each Provider Number. The posters are sturdier than prior versions, and they provide consumers with information about culturally specific services and patient protection materials, including large print and CD formats.</p> <p>PRO has stepped up inspections of beneficiary protection documents at Provider sites, to ensure that materials are strategically placed where clients have easy access, and that they are regularly replenished in identified threshold languages.</p>	<p>Debra Mahoney will distribute the posters to all Countywide Children's Providers at the next Countywide Children's QIC Meeting.</p> <p>Providers should ensure that beneficiary protection materials are displayed in places where clients have easy access.</p>	<p>Debra Mahoney</p> <p>QIC Members</p>
Quality Assurance (QA) Announcements	<p>The documentation training schedule was distributed. Trainings are scheduled one per month from January to June 2015. They can be found at the following link: http://lacdmh.lacounty.gov/training&workforce.html</p> <p>Changes have been made to the Organizational Provider Manual in Chapters 1, 2 and 4. A new documentation power point has replaced the old one on the DMH website at: http://dmh.lacounty.gov/wps/portal/dmh/admin_tools/</p>	<p>Providers are reminded to refer to Policy & Procedures 104.08 and 104.09 along with changes to Chapters 1, 2 and 4 in the Organizational Provider Manual and the online power points.</p>	<p>QIC Members</p>

Handouts	<p>Power point for Parameters of Family Engagement & Inclusion for Adults</p> <p>4.16 Parameters of Family Engagement and Inclusion for Adults-January 2014</p> <p>Power point for Counseling 4 Kids Scanner Project Plan: FY 14-15</p>		
Announcements	<p>Quarterly Countywide Children’s QIC Meetings have been moved to the second Thursday of the month.</p> <p>They will be held at 600 S. Commonwealth Ave., Rm 113, 2nd Floor, Los Angeles CA 90005 from 10 AM-12 PM on the following dates:</p> <p>February 12, 2015 May 14, 2015 August 13, 2015 November 12, 2015</p>		
Next Meeting	<p>Agenda for February 12, 2015 is attached</p> <p>We will distribute the new PRO posters</p>		

Respectfully Submitted by Debra Mahoney