

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 1
QUALITY IMPROVEMENT COMMITTEE MEETING**

MINUTES FOR THE MEETING OF DECEMBER 5, 2006

PARTICIPANTS:

James Coomes, Antelope Valley MHC
Jolene Eccles, Mental Health Assoc
Kimberly Floyde, Tarzana Treatment Center
Martin Jones, Palmdale Mental Health Ctr.
Jenny Kimball, Optimist Youth Center

Jane Myers, Valley Child Guidance
Gladys Stewart, Penny Lane Outpatient Ctr
Ted Wilson, PEQIC
Michelyn Devine, Children's Bureau

INTRODUCTIONS – Kimberly Floyde

Kimberly Black called the meeting to order at approximately 2:00 pm at the Antelope Valley Mental Health Center. This was followed by self-introductions and all attendees signed the roster.

REVIEW OF THE MINUTES – Kimberly Floyde

The minutes of the September 5, 2006 meeting were reviewed. There were no additions or corrections. The minutes were approved as submitted.

STATUS OF CHAIRPERSON POSITION - Kimberly Floyde

Vonnie Bennett will be stepping down as QIC Committee Chair. Kimberly asked for volunteers to take on this position. In addition to appointing a new Chair person, Kimberly reminded the committee to think about what we as a committee want and what directions we want to go. We've already done this project, we're still getting the training, slow going, but we are still working on the end part of it. Some of those responsibilities include calling the meeting, sending out announcements, preparing minutes, delegating assignment and helping to keep the group on task. James went around the table, seeking out volunteers. It was agreed by the committee that if we do not have a volunteer for Committee Chair by June 2007, we will draw lots.

PEQIC – Ted Wilson

EPSDT Audit - Ted shared with the committee that the EPSDT audits revealed a number of problems, the main one being that there are a variety of methodologies/formats being used to write up progress notes within any given reporting unit. Ted distributed Quality Improvement Tool Kit pamphlets for the committee to review, to use as a tool. His staff found it to be useful and encouraged everyone to review it.

PIP - Ted also provided information on PIP (Performance Improvement Project) that is a process for improving quality. It outlines a flow of related activities designed to achieve measurable improvement in processes and outcomes of care. PIP's are required by EQRO, and are not required by the county, but they are a good model, and he suggested we each review them.

PEQIC (con't)

Outcome Survey - Ted also shared with the group, that if anyone has specific questions regarding the survey that pertain to their agency, he could assist in that area. You may contact him by phone, email, etc.

James shared with the committee that he encourages his staff to have more interaction with the clients during the survey such as telling clients about why we're doing it, and helping them to understand the questions and to explain what the answers mean.

NPI – National Provider Identifier number is a new HIPPA requirement. All providers and sites will need to apply for their National Provider Identifier number. If you bill Medi-Cal, you are required to have an NPI number in order to be paid by Medi-Cal.

QIC SUBCOMMITTEE REPORT AND DISCUSSION OF THE PROJECT –

Kimberly Floyde

Training – What are we looking for?

Some of the items the committee members felt they would benefit from:

- 1) Going into the community
- 2) Getting along with co-workers
- 3) Discussing diversity issues,
- 4) Working with perception

QUALITY IMPROVEMENT / UTILIZATION REVIEW –Open Discussion

Kimberly shared with the committee member that she can provide them a copy of the seven page audit tool, if needed. Each committee member discussed his/herviews on utilization review.

ADJOURNMENT – Kimberly Floyde

The meeting was adjourned at 4 p.m.

Next meeting will be: Tuesday, June 5, 2007

2:00-4:00 p.m.

Antelope Valley Mental Health Center

Lancaster, CA 93535

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