

County of Los Angeles – Department of Mental Health
SA 4 Program Administration

SA 4

**CHILD AND ADULT
INTEGRATED QUALITY IMPROVEMENT COMMITTEE**

MEETING AGENDA

March 18, 2008

10:30 AM – 12:00 PM



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| I. | 09:30 AM | QIC Project Subcommittee Meeting |
| II. | 10:30 AM | Welcome & Introductions |
| III. | 10:35 AM | Minutes Approval |
| IV. | 10:40 AM | Subcommittee Report on QIC Project |
| V. | 10:50 AM | PEI Presentation |
| VI. | 11:30 AM | Response to Member Questions/Handouts |
| VII. | 11:40 AM | Open Discussion/Agenda Items for Next Meeting |
| VIII. | 12:00 PM | Next meeting: April 15, 2008
St. Ann's Maternity Home
155 N. Occidental Blvd. /Classroom
LA, CA 90026
(213) 381-2931 |

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH

**SA 4 Quality Improvement Committee Meeting
Minutes of March 18, 2008**

Type of Meeting	QIC	Date	March 18, 2008
Place	St. Anne's Maternity Home, 155 North Occidental Blvd., Los Angeles 90026	Sub-Committee Start Time	9:30
Chairperson	Joshua Ciszek of Hollygrove.	General Meeting Start Time	10:30
Members Present	Joshua Ciszek, Anahid Assatourian, Carolyn Heier, Juan Martinez, Christine Bae, Ruby Quintana, Wendy Deleon, Anu Mandapati, Nataliya Ewalt, Donetta Jackson, Brenda Color, Bonnie Meyerson, Maribel Nieves, Leslie Shrager, Rose Garcia, Gail Myers, Sara Jimenez McSweyn, Wendy Hammond, Candace Sims, Janelle Gonzales, Jennifer Lingenfelter, Stan Plucinik, M. Lara, Kathy Silbert, Silvia Yan, Dora Escalante, Jennifer Estell, Alvaro Campos, Larry Spinks, R. DeCarlo, J. Bloom, Jennifer Lingenfelter, Richard Hoskins, Alban Zatarain, Jacqueline Bloom, Carlos Tobar, Lynne Buroughs	Adjournment	11:55 am
Absent Members	Aids Project LA, Cedars-Sinai, CHLA, CII, Jacob Cohen, Lucia Furuta, Laura Lee, Belen Fuller, Martha Drinan, DOWNTOWN MH, Filipino-American, Gateways, IMCES, Jewish Family, KYCC, LAC/USC, LAMP, LA Free Clinic, GLASS, SSG, Star View, TASLA		
Call to Order and Introductions	Completed		
Announcements	Chairman asked: If anyone did not receive the e-mail about the QIC Meeting, please update e-mail address on the sign-in sheet. Ms. Emmons and Didi Hirsch need to be updated.		

<u>Review of Minutes and Handouts</u>	<u>Findings and Discussion</u>	<u>Decisions/ and Recommendations/ Scheduled Task</u>	<u>Responsible Person/ Due Date</u>
	<p>Pacific Clinics corrected the minutes by stating they were in attendance for Portals.</p> <p>Joshua Ciszek reminded everyone that it is a requirement that all agencies attend the QIC meetings.</p> <p>Approved Minutes of February 19, 2008.</p>	<p>Joshua Ciszek & Dr. Assatourian</p>	<p>Dr. Assatourian</p>

<u>Agenda Item & Presenter</u>	<u>Findings and Discussion</u>	<u>Decisions/ and Recommendations Actions/Scheduled Task</u>	<u>Responsible Person/Due Date</u>
<p>Subcommittee Report on QIC Project Given by Dr. Heier</p>	<p>Report centered on the Leadership & Documentation Training being presented as a package for supervisors (not for QA or QI) to attend. It will focus on services to children and adults. The training will be held at St. Anne's and there is no limit on the number of attendees at this time. The dates are April 22 and May 27.</p> <p>DMH will e-mail a summary to the participants. Please complete and return by Friday, April 4, 2008 in order to establish a new baseline for the training. A few weeks after the training, another survey will be e-mailed for feedback.</p> <p>The three documents handed out were:</p> <ol style="list-style-type: none"> 1. Letter by Edward Vidaurri, District Chief of SA 4, describing how important the training is to agencies. This is a free training by DMH. Lunch will <u>not</u> be provided. You may bring a sack lunch or go out. 2. The bulletin for the Leadership Training. Dr. Iverson will be the presenter for the Leadership Training. 	<p>Agencies asked that the trainings have handouts with definitive answers. Dr. Assatourian stated that the laws are always changing, so it would be difficult to have 100% definitive documentation.</p> <p>Joshua Ciszek asked agencies to send any questions to Dr. Assatourian before the trainings that she could pass along to the presenters.</p> <p>Topics agencies suggested be included in the training were:</p> <ol style="list-style-type: none"> 1. Case Consultations 2. Billing for groups 3. Case management billing 4. Audit disallowances 5. Treatment plans 6. Risk factors of progress notes; please provide samples. 7. Med support w/ procedure code (handout) 	<p>Dr. Assatourian/Joshua Ciszek</p> <p>Joshua Ciszek/ Dr. Assatourian</p>

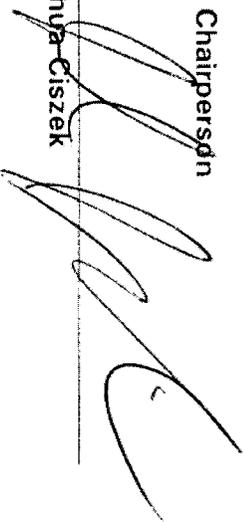
	<p>Dr. Lori Williams and Chris Warren will be the presenters for the Documentation Training. They are from Norma Fritsche's unit.</p> <p>3. DMH Training Application form. You are encouraged to make copies and give to all your supervisors for the training.</p>	<p>Dr. Assatourian will provide QIC member's Questions to Chris Warren and Dr. Williams to develop the Documentation Training Agenda</p>	<p>Dr. Assatourian</p>
	<p>Dr. Heier asked the agencies to please complete the survey and return by Friday, April 4, in order to establish a new baseline. This survey is for clinical staff, administrators & supervisors, and clerical staff.</p>		

<p>PEI Presentation by Ruby Quintana and Wendy Deleon of SA 4 Administration</p>	<p>Ruby & Wendy handed out a folder with information and resources for PEI. PEI came about from Prop 63, the Mental Health Services Act, which began in 2005. PEI is intended to cover clients who do not fall into a specific category for services by MediCal. Ruby and Wendy will come out to your agencies to give presentations on PEI.</p>	<p>El Centro de Pueblo asked if they would come out and give a presentation.</p>	<p>Ruby will follow-up.</p>
<p>Handouts from DMH</p>	<p>Chairman Ciszek asked everyone to make sure they received the handouts from DMH:</p> <ol style="list-style-type: none"> 1. Change to Maximum Allowances 2. Compliance Review Questionnaire 3. Schedule of Meetings 4. Clinical Bulletin on Progress Notes for Directly Operated agencies, not contractors 		

Next Meeting	April 15, 2008 St. Anne's Maternity Home 155 N. Occidental Blvd./Classroom LA, CA 90026 (213) 381-2931		
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Respectfully submitted,

OIC Chairperson


Joshua Ciszek

Date: 4/15/08

OIC Co-Chair


Dr. Anahid Assatourian

Date: 4/15/08