

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE PLANNING AREA 5

QUALITY IMPROVEMENT COMMITTEE
May 6, 2008

AGENDA

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|--|---------------------|-----------|
| I. Welcome and Introductions | Patrice/Jessica | (5 mins) |
| II. Review of Minutes | All | (10 mins) |
| III. Program Announcements | All | (10 mins) |
| • SA5 Agency Coordination Trouble Shooter | | |
| IV. DMH Updates | Karen Williams | (10 mins) |
| V. Quality Improvement Updates | Ted/Patrice/Jessica | (25 mins) |
| • State Performance Outcome Surveys | | |
| • Quality Improvement Work Plan 2008 | | |
| • Quality Improvement Project SA5 | | |
| VI. DMH Policy & Procedures | Patrice/Jessica | (25 mins) |
| • Clinical Record Bulletin Edition 2008-03 March 5, 2008
Progress Note – MH 515 | | |
| • Quality Assurance Bulletin No. 08-1 March 24, 2008
Targeted Case Management | | |
| • Quality Improvement Communiqué | | |
| • Provision of TBS in LAUSD Classrooms | | |
| VII. Codes & Claiming Questions/Audit Experiences | All | (30 mins) |
| VIII. Next QIC Meeting | Patrice/Jessica | (5 mins) |

The next Service Area 5 Quality Improvement Committee meeting will be held on Tuesday, July 1, 2008 at Didi Hirsch CMHC 4760 S. Sepulveda Blvd. in Culver City from 9:00AM - 11:00AM

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE PLANNING AREA 5

QUALITY IMPROVEMENT COMMITTEE
January 8, 2008

Minutes

In Attendance:

Patrice Grant, DMH
Jessica Wilkins, Alcott Center
Cheryl Carrington, Vista Del Mar
Martha Andreani, St. John's CDC
Loretta Herndon, St. Joseph Center
Jennifer Shaner, Homes for Life
Ed Waiskopf, Didi Hirsch
Dorothy Berndt, St Joseph Center
Barbara Hold, Step Up On Second
Nilsa Gallardo, Edelman – Child
Karen Williams, DMH
Ted Wilson, DMH-PEQIC
Fanny Dieppa, The HELP Group
David Kneip, Exodus Recovery
Michi Okano, PACS
Theodore M. Cannady, DMH
Erma Oppenheimer, DMH-AB 3632
Debbie Innes-Gomberg, DMH

Review of Minutes:

Participants reviewed and approved minutes for November 2007. Patrice distributed final approved minutes for September 2007. Patrice updated Trouble Shooter Roster.

DMH Updates:

Karen Williams noted that Prevention and Early Intervention planning is in the early discussion phase. She also noted that FSP enrollment is at approximately 55% Countywide. Thus, DMH has set the new goal for 100% enrollment by June 30, 2008. There is a \$24 million budget deficit. As a result, curtailments within both the County of Los Angeles DMH as well as contract agencies will be made.

Quality Improvement Updates:

Ted Wilson noted that the results of the November 2007 Outcome Measures are not in yet. However, the surveys are being scanned by an outside contractor in San Diego. In addition, Ted underscored the importance of the surveys for data collection since the January 2008 Implementation of Performance Based Contracting will use some of the data as baseline data. Ted noted that this is just the first phase of the Performance Based Contracting and if people are interested in participating in the development of ongoing measures, they are invited to join the "workgroup" that is being facilitated by Gurubanda. QIC members asked if they could get a copy of the measures that will be used to collect baseline data this year. Ted and Patrice agreed to obtain it and provide it at the next QIC meeting.

Recovery Model Presentation:

Debbie Innes-Gomberg gave a presentation on the Recovery Model. She mentioned that if the group was interested, Dave Pilon, could follow up with a three hour presentation which she found very useful. She asked that if agencies were interested in this presentation at their agency, then they were asked to contact Patrice. Debbie also mentioned that the presentation was geared for about 40 participants. There was discussion as to whether the presentation could be hosted at a central location so that each agency could send a few staff for a "train the trainer" model. Karen noted that she thought this could be arranged within the SA. Some providers were interested in hosting a speaker, and there was a plan to follow up on options at the next QIC meeting.

DMH Policy & Procedures:

Patrice and Jessica distributed several handouts. First, were two Clinical Records Bulletins regarding the **"Caregiver's Authorization Affidavit Form"** and **"Revised Child/Adolescent Initial Assessment and Infancy, Childhood, & Enrichment (0-5) Initial Assessment Forms"**. In addition, a report which lists providers that have sent in their monthly statistics from their Request to Change Provider forms was distributed. It was noted that even if there are no requests made at your agency for the month, the log/report should be sent in with "zero" requests. A letter from Robin Kay, Acting Chief Deputy Director was distributed that detailed the **January 2008 Implementation of Performance Based Outcomes Measurement**. Lastly, an updated list for the **Service Location Codes** was distributed. A question came up whether the service location code in the progress note should match what is being put in the IS system. The IS currently has many options but most providers are using Field, Office, Phone, in their progress notes. Some providers noted that this progress note documentation question has been present since the IS system had been updated. However, there has not been sufficient information clarifying the appropriate documentation in the progress notes. Patrice agreed to bring this question to Norma Fritsche to determine how best to document services that are being delivered in the field.

Quality Assurance Updates:

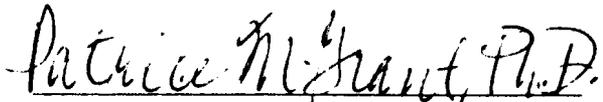
At the last meeting there had been a discussion about whether LACDMH would be doing a training regarding the State DMH EPSDT Documentation Manual. Patrice and Jessica agreed to ask Norma about this training for the Providers in the SA. Patrice relayed that Norma stated she would be setting up the training but in the mean time the State DMH EPSDT Documentation Manual can be obtained off their website.

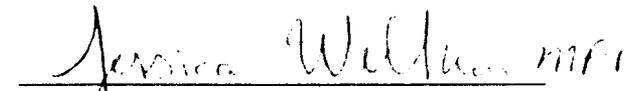
<http://www.cimh.org/Services/ChildFamily/FreePublications/tabid/291/Default.aspx>

Next QIC Meeting:

Patrice and Jessica announced that the next the next Service Area 5 Quality Improvement Committee meeting will be held on Tuesday, March 4, 2008 at Didi Hirsch CMHC 4760 S. Sepulveda Blvd. in Culver City from 9:00AM - 11:00AM

Noted and Approved:


Patrice M. Grant, Ph.D. QIC Co-Chair


Jessica Wilkins, MFT, QIC Co-Chair