

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
LONG BEACH/SOUTH BAY GEOGRAPHIC INITIATIVE  
SERVICE AREA VIII QUALITY IMPROVEMENT COMMITTEE (QIC)  
Minutes, October 17, 2007**

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| <b>Type of Meeting</b>   | LB/SB GI Quality Improvement Committee  | <b>Date</b>                         | October 17, 2007               |
| <b>Place</b>   | ChildNet Youth & Family Services<br>2931 Redondo Ave., Long Beach 90806   | <b>Start Time</b>                   | 2:00 p.m.                      |
| <b>Co-Chairpersons</b>   | Rashied Jibri (DMH/Long Beach/South Bay GI)<br>Sue Sundareson, Psy.D. (The Guidance Center)   | <b>End Time</b>                     | 4:00 p.m.                      |
| <b>Members Present</b>   | Sandra Gaia Rae, Mary Czech, Leeann Ekstrom, Sonya Hines, Janet Fleishman, Sayward Daley, Vanessa Yap, Jacob Palm, Madoka Urhausen, Chad Brinderson, Ae Lyen Yoon, James Motte, Nancy Lee-Allen, Sade Alleyne, Jayne Millstein, Misty Allen, Kelly Asato, Terry Robinson, Scott Hanada, Ann Lee, Ted Wilson, Cheryl Grove, Keith Parker, Mitsuru Kubota, Camile Do, Jane McCord, Alicia Yabana, Ted Howlett, Virginia Howlett, John Lewis |                                     |                                |
| <b>DMH Support</b>   | Teresa Quijano (QIC) – Absent<br>Ted Wilson (Survey Outcomes)   |                                     |                                |
| <b>Agenda Item &amp; Presenter</b>                             | <b>Findings and Discussion</b>  | <b>Conclusions/ Recommendations</b> | <b>Actions/ Scheduled Task</b> |
| <b>Introductions</b><br>Mr. Rashied Jibri & Dr. Sue Sundareson | The meeting was called to order at 2:00 p.m. Committee members introduced themselves.   |                                     |                                |

| <b>Agenda Item &amp; Presenter</b> | <b>Findings and Discussion</b>   | <b>Conclusions/<br/>Recommendations</b>  | <b>Actions/<br/>Scheduled Task</b>   |
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| <p><b>Review of Minutes</b></p>    | <p>Minutes from the last meeting (9/26/07) are in progress but not completed in time for today's meeting. Members reviewed a draft of the minutes that listed the attendees. John Lewis had a correction that he was not on the list but had attended the meeting.</p> | <p>The sign-in sheet will be reviewed. DMH staff will make sure to have all attendees listed in the September minutes. Dr. Ann Lee stated that there have been email problems with some providers rejecting email from DMH. Dr. Lee requested Providers to check with their IT department to make sure DMH emails can be received. Attendees were reminded to sign-in on the DMH QIC sign-in sheet. Childnet also has a sign-in sheet for this meeting but this sheet is not used by DMH to record attendance of members. Members motioned to have minutes be completed and emailed to members before the next meeting. Motion approved.</p> | <p>LB/SB GI will email September minutes to committee members upon completion.</p> |

| Agenda Item & Presenter                                    | Findings and Discussion  | Conclusions/<br>Recommendations  | Actions/<br>Scheduled Task   |
|--|--|--|--|
| <p><b>DMH Update –<br/>Rashied Jibri &amp; Ann Lee</b></p> | <ul style="list-style-type: none"> <li>• Rashied Jibri reviewed the DMH letter dated 9/13/07 pertaining to the 360 minute Case Consultation threshold. A higher threshold of 360 minutes per quarter was established for specialized outpatient programs. All other programs continue to remain at 180 minutes per quarter.</li> <li>• Dr. Sundareson (QIC co-chair, TGC) discussed her understanding that DMH create the case consultation threshold to assess usage of the code. She stated that TGC has created their own way to monitor usage of this code. TGC has over 2000 clients. As a result, they would not be able to submit supporting info to DMH for each client that case consultations exceed the 360 minutes threshold per quarter.</li> <li>• Terry Robinson stated that CII has availability to generate reports should they exceed this threshold but they are making efforts to limit case consultations that exceed the threshold.</li> </ul> | <ul style="list-style-type: none"> <li>• Please review the DMH Letter for further details and list of the specialized programs. A copy is attached in the handouts.</li> <li>• Providers were advised to follow the case consultation guidelines per the DMH letter and forward information to DMH when the 360 minutes threshold is exceeded for specific clients.</li> </ul> | <ul style="list-style-type: none"> <li>• QIC members will continue to be notified if there are any updates/changes to this threshold.</li> </ul> |

| Agenda Item & Presenter                    | Findings and Discussion  | Conclusions/<br>Recommendations | Actions/<br>Scheduled Task |
|--|--|---------------------------------|----------------------------|
| <p><b>DMH Update –<br/>(Continued)</b></p> | <ul style="list-style-type: none"> <li>• Supervisor Knabe will be holding a Community Forum pertaining to Prevention &amp; Early Intervention (PEI) on Wednesday, October 31<sup>st</sup> from 9:30-2 p.m. at The Grand in Long Beach. Please RSVP to Destiny Walker at (213) 738-4607. Please contact Dr. Ann Lee at (562) 435-2127 for Service Area 8 PEI information.</li> <li>• The next SAAC meeting is on Monday, 11/5/07 from 9-11 a.m. at DCFS Torrance (2325 Crenshaw Blvd). Alfredo Larios will present on Workforce, Education, and Training (WET)</li> <li>• The next Provider’s meeting is on Friday, 11/2/07 from 9-11 a.m., also at DCFS Torrance.</li> </ul> |                                 |                            |

| Agenda Item & Presenter                                     | Findings and Discussion   | Conclusions/<br>Recommendations   | Actions/<br>Scheduled Task                                     |
|---|---|---|--|
| <p><b>Ted Wilson (DMH) - State Outcome Surveys</b></p>      | <ul style="list-style-type: none"> <li>• Ted Wilson conducted training on the State of California Performance Outcomes Survey.</li> <li>• The Survey period is from 11/1 to 11/15/2007. Rashied will contact Providers when the Surveys are available for distribution. Providers will need to pickup their Survey packets at the LB/SB GI office. The deadline to return all completed surveys to the GI office is by 5 p.m. on Monday, November 26th.</li> <li>• Please do not use blank surveys from previous survey periods. Old surveys will be “kicked out”.</li> <li>• Scanning of surveys will be outsourced this time so please make sure forms are correctly completed before submitting them. (Please refer to Ted’s handouts for further details).</li> </ul> | <ul style="list-style-type: none"> <li>• Additional forms may be downloaded from our website at <a href="http://dmh.lacounty.gov">dmh.lacounty.gov</a> or contact Ted Wilson by phone at (213) 251-6883 or email: <a href="mailto:TWWilson@dmh.lacounty.gov">TWWilson@dmh.lacounty.gov</a></li> <li>• Rashied will submit all Surveys to Ted Wilson by Dec 3<sup>rd</sup>.</li> </ul> | <p><i>Please refer to the handout for more information</i></p> |
| <p><b>QIC Division(Formerly PEQIC) – Teresa Quijano</b></p> | <ul style="list-style-type: none"> <li>• Teresa was absent. No report.</li> </ul>   |   |  |

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| <b>Announcements</b>               | Madoka Urhausen of Pacific Asian Counseling Services (PACS) reported that PACS has developed a d-base/billing software to keep track of units of services for specific procedure codes, by specific programs and for any specified time-frame. Providers may contact Madoka or Vicki Lau (PACS, Finance Department/QA) in order to learn more about obtaining this software which will soon be marketed by PACS. |   |                                    |
| <b>Next Meeting</b>                | The next meeting will be Wednesday, November 21, 2007, 2-4 pm at ChildNet Youth & Family Services.   |   |                                    |

Respectfully Submitted,  
Ann E. Lee, Ph.D.