Los Angeles County Department of Mental Health
Transitional Age Youth System of Care (TAY-SOC)
Quality Improvement Committee Meeting

Meeting Minutes: May 22, 2014
Location: West Central Mental Health
3751 Stocker St, Los Angeles 90008

Chair: Aprill Baker, Chairperson
Minutes: Aprill Baker

Start Time: 9am
End Time: 11am

Attendees:

Anthony, Jacqueline – Alafia Mental Health Institute
Armstrong, Valerie – The Guidance Center
Atkins-Staci- DMH/West Central Mental Health
Auer-Arriaga, Christina – DMH/AFH
Bailey, Marilyn – DMH/AFH
Baker, Aprill – DMH/SA 6 Administration
Brooks-Newman, Phyllis - Kedren
Castillo, Stephanie - SSG/HOPICS
Chae, Christine- Tessie Cleveland
Chavez, Joseph – St. Francis
Crosby, Mary – DMH/QI Division
Dobbs, Lori – DMH/QA Division
Echeverria, Liz- SCHARP/Barbour & Floyd
Friedman, Kary – LA Child Guidance Center
Garnica, Andrea-Weber- Community Center
Gonzales, Michelle – WLCAC
Gooding, Monique – EMQ/Hollygrove
Harper, Ron – Barbour & Floyd
Hayes, Michelle – Eggleston Youth Center
Heemer, Lisa - Starview
Khaneghahi, Ladan – Starview
Kauser, Ahmad – DMH/SFC
Kim, Kathleen – Counseling 4 Kids
Lewis, Yolanda-Pacific Clinics
Limon, Marilyn – Children's Institute
Mendez, Melinda – Exodus Recovery
Moore, Vynette -Shields for Families
Moten, Robin- SCHARP/Barbour & Floyd
Nguyen, Thang-DMH/Program Review
Nguyen, Mimi – SSG/API
Olivo, Crystle - SCHARP
Ridgway, Angelia- DMH/AFH
Roldan, Yovette - SCHARP
Soria, Alejandro – Children's Institute
Sprague, Karen - SCHARP
Ullah, Sabrina- Tessie Cleveland
Vargas, Heather – Starview
Vinazia, Gaby – Barbour & Floyd
Vo-Jutabha, Dawn – The Guidance Center
Wooley, Rebekah – Compton Mental Health

Agenda Item/Presenter	Discussion	Decisions/Scheduled Tasks
Welcome & Introductions		
Agenda Item/Presenter	**Discussion**	**Decisions/Scheduled Tasks**
Review of Meeting Minutes	• Standard	• Minutes were approved without corrections
Quality Improvement-Aprill Baker		
Policy Update		
	• QIC members reviewed handout	
	• Brief discussion about the Parameter 4.16 presentation given to Executive Providers	• Members expressed some interest in hearing the presentation during QIC. Providers who had already received information from previous Parameter 4.16 presentations shared what information from presentation was helpful, such as scripts on how to address family members who call wanting information on clients. QIC Chair will contact Helena Ditko to schedule presentation for next QIC meeting.
	• QIC members discussed upcoming Test Calls Project. Mary Crosby provided some background information for the test calls and briefly described expectations for volunteers of this year's project..	• Several QIC members volunteered to participate in the project. Mary will give specific details about how to conduct test calls during next QIC meeting.

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Agenda Item/Presenter	Discussion	Decisions/Scheduled Tasks
QUALITY ASSURANCE-Aprill Baker		
QA Technical Assistance	• Jen Hallman from QA Division did presentation on the Documentation Policy Changes	• QIC members participated in dialogue with Jen Hallman after her presentation asking questions and giving feedback about changes
Health Information Management	• QIC member s discussed the eHR retention policy	• QIC members requesting clarity about how long paper charts must be kept after scanning them into their eHR before they can be discarded. QIC Chair will get clarification and send in follow-up email to QIC members
Documentation Trainings – Dr. Lori Dobbs	• Dr. Lori Dobbs, reviewed of upcoming do	
Program Review/Certification – Thang Nguyen	• QIC members had no questions or areas to discuss with Thang Nguyen.	
Open Agenda	• QIC Chair discussed QIC meeting location change with members	• Beginning in July, QIC meeting will be held at LA Child Guidance Center- 3787 s. Vermont Ave. LA CA 90007
Adjournment	Meeting was adjourned at 11am NEXT Meeting: June 26, 2014	

Aprill Baker, QIC Chair

6-26-14
Date