

ACCR Committee Minutes Form

Date: 2/1/08

Name of Committee: Quality Improvement Committee

Co-Chair(s): Wes Sowers and Meg Park

Note taker: Marilyn Micknowski

Attendees: William Boyce, Craig Dorin, Harold Hartger, Sandra Kougut, Thomas E. Lee, Sr., Victoria Livingstone, Steve Christian-Michaels, Marilyn Micknowski and Meg Park

Announcements:

1.

Agenda Item: Language (for Service Planning Principles)

Committee Goal Being Addressed: Old language and proposed new language

Discussion: Principles 2., 3., and 4. were agreed upon as needing no changes. The committee then reviewed the proposed changes from the previous meetings and went on to discuss specific words or phrased to be replaced. Meg reminded the group that `service user` is to be replaced w/person(s) involved in services; particularly 3s 1 and 10 on the SPPs. Victoria pointed out the differences between the words must vs. should as it applies to the SSPs. MUST=regulatory issues whereas SHOULD="strongly recommended" as it applies to the consumer (person(s) involved in services. Harold also offered to help Meg w/language changes to be discussed at the next meeting.

Action Item	Person Responsible	Target Date
Proposed language changes	Meg, Harold and Victoria	3/7/08

Agenda Item: SPA (single point of accountability)

Committee Goal Being Addressed: Updates from Steve

Discussion: Steve began by saying that January was a good month for the kick-off of the implementation of the SPA; three committees were formed and Steve is looking forward to March as being the month everything on the SPA agenda will be initiated. He will also be meeting w/4 specialized agencies.

For example:

Adding and outpatient representative from Milestone

Looking at training curriculum for the new case managers as well as training for existing CMs

Child CMs are to be trained separately.

Action Item	Person Responsible	Target Date
Update committee to latest status of SPA	Steve	Ongoing

Agenda Item: Terminology

Committee Goal Being Addressed: Definition of terms

Discussion: This was the liveliest discussion of the committee meeting. Every one had ample suggestions for this task.

For example:

Steve said he has a problem with the term “phase of treatment. He suggested “transition points” or “adjustment points”.

Wes suggested “service plan changes”. Also the fact that it should be understandable to both child and adult services. And that cultural diversity is crucial to the end product.

Harold reminded to not get stuck on words, to use common language and not lose sight of the person(s) accomplishment at every step of their treatment.

Victoria and Craig suggested “transition points” or “adjustment points”

Action Item	Person Responsible	Target Date
To streamline all of committee’s suggestion into universal understandable language	All members	3/7/07

Agenda Item:

Committee Goal Being Addressed:

Discussion:

Action Item	Person Responsible	Target Date

Next Meeting Date, Location, and Time: Friday, March 7th CCBH offices, 7th floor, room 320 at 12 pm sharp.