



QA MINUTES August 19, 2008

Committee Members In Attendance:

Jennifer Schwind	Jessica Mitchell
Shawna Watts	Miranda Zircher
Kimberly Blair	Brad Hedges
Heather Stevens	Tricia Ostrander

I: MAJOR UNUSUAL INCIDENTS

There were two MUI's reported for the month of July. Both MUI's were related to client hospitalization.

II: ABUSE AND NEGLECT AND DUTY TO WARN

The committee briefly reviewed four reports of abuse and neglect reported during the month of July.

The agency had two duty to warn reports in July.

III: TRANSFERS FROM STATE HOSPITALS

There were no hospitalizations to be reviewed by the committee for the month of July.

IV: PLANT/PHYSICAL HEALTH AND SAFETY

There were no plant/physical health and safety items to report during July.

V: RECORDS COMPLETENESS REVIEW AND VI: PEER REVIEW

Using the new chart review forms was discussed with the review committee. There were many questions asked to clarify the questions on the new form. The form will be revised and used immediately. Attached to these minutes were the questions and solutions reached by the committee.

The review committee also discussed that the backlog that the transcription department is experiencing has impacted the completeness of the charts. There also seems to be a delay in supervisors signing case notes and sending them to filing.



Jessica Mitchell updated the committee that her case notes have been caught up to a more current time frame from last month.

VII: UTILIZATION REVIEW

The committee briefly reviewed utilization information. The agency's percentage of scheduled but not fulfilled appointments remains at 32%, this percentage includes appointments that were no-showed or canceled.

VIII: INVOLUNTARY TERMINATIONS

No involuntary terminations were conducted during the month of July 2008.

IX: PROFESSIONAL STAFF ORGANIZATION

The committee briefly reviewed professional staff organization information, including the plan for the agency to provide a CEU training and all staff meeting at the beginning of October for agency staff and interested parties.

The committee discussed the agency's plan to meet CARF's annual training requirements.

X: REVIEW OF WAITING LIST

No clients are on a waiting list. The committee briefly reviewed July's client statistics that included 96 new clients.

XI: REVIEW OF SERVICES UNDER CONTRACT

Daniel DiSalvo, CNP continues to provide services in the Columbus office. The committee discussed the fact that his notes do not follow the agency's dictation standards, and that these standards should be reviewed.

The committee also discussed the need to work with Daniel on his ability to de-escalate clients and working on running on time to avoid clients becoming agitated.

XII: FOCUSED REVIEW AREA

The focused area of review is to send an annual report to the Board of Directors, review clinical pertinence of services, and conduct a fire drill.

XIII: RESPONSE TO LAST MONTHS FOCUS REVIEW

There was no follow-up needed regarding the previous months focused area of review.

XIV: CLIENT RIGHTS AND GRIEVANCES

There was one informal client grievance regarding a client filed by the grandparent of a client. The client's guardian did not share the concerns that were brought up when the client's therapist spoke with them.

XV: TREATMENT OUTCOMES REPORTING

Dr. Hedges discussed plans to integrate Outcomes into CIS, including an alert system for Outcomes that need to be done.

Dr. Hedges discussed a recent conversation he had with Karen Beardman from ODMH regarding our agency's low compliance percentages on the Adult Consumer Forms and Parent Forms. We will be reviewing ways to improve the agency's compliance in these areas.

XVII: GENERAL DISCUSSION

The majority of this meeting was spent on questions regarding the new forms.

cc: Fairfield County Mental Health and Recovery Services Board
MOPS Board of Directors

MOPS Staff
QA Minutes Log Book