



QA MINUTES June 24, 2008

Committee Members In Attendance:

Jennifer Schwind
Shawna Watts
Kimberly Blair

Jessica Mitchell
Miranda Zircher
Mike Selegue

I: MAJOR UNUSUAL INCIDENTS

There were five MUI's reported for the month of May. The break in the agency experienced in the Lancaster office was discussed. The committee also discussed the police activity regarding a drug-seeking client.

II: ABUSE AND NEGLECT AND DUTY TO WARN

The committee briefly reviewed seven reports of abuse and neglect reported during the month of May.

III: TRANSFERS FROM STATE HOSPITALS

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

IV: PLANT/PHYSICAL HEALTH AND SAFETY

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

V: RECORDS COMPLETENESS REVIEW AND VI: PEER REVIEW

The current records review process was discussed at length with the committee. Various committee members were assigned charts to review.

The revised QA forms were discussed, and concerns regarding the scope of practice question on the form. A document listing everyone's scope of practice has been developed. The committee discussed concerns regarding keeping the record up to date, adding clinician's when they begin working for the agency, tracking licensure changes, and accounting for changes when trainings are obtained.



VII: UTILIZATION REVIEW

The committee briefly reviewed utilization information. The agency's percentage of scheduled but not fulfilled appointments remains at 33%, this includes percentage includes appointments that were no-showed or canceled.

VIII: INVOLUNTARY TERMINATIONS

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

IX: PROFESSIONAL STAFF ORGANIZATION

The committee briefly reviewed professional staff organization information, committee staff were reminded to report trainings on the Monthly Summary forms.

X: REVIEW OF WAITING LIST

No clients are on the waiting list. The committee briefly reviewed May's client statistics that included 84 new clients. Clients are being seen within 26.39 days of their telephone intake.

XI: REVIEW OF SERVICES UNDER CONTRACT

The contract services being provided by Daniel DiSalvo, CNP in Columbus continue to be going well.

XII: FOCUSED REVIEW AREA

The overall QA process for the agency and changes that have occurred over the past year were discussed. The tracking mechanisms that are in place for Outcomes, Care Management Scales, and Chart Closures were discussed.

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 were no client rights or grievances to be reported to the committee for the month of May.

XV: TREATMENT OUTCOMES REPORTING

The committee did not discuss outcomes, Dr. Hedges will be writing some reports related to the questions that were developed by the committee at the last meeting in the near future.

XVII: GENERAL DISCUSSION

Additional staff have been recruited to conduct QA activities when the new forms are used.

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

MOPS Staff
QA Minutes Log Book