



QA MINUTES July 27, 2010

Committee Members In Attendance:

Heather Stevens	Miranda Zircher
Mike Selegue	Jennifer Schwind
Beth Sleeper	Shawna Watts
Brad Hedges	Misty Coleman

I: MAJOR UNUSUAL INCIDENTS

The committee discussed four MUI's from June. Only two of the reports made required notification to the Fairfield County ADAMH Board. One of the two incidents reported did not involve a client and the second incident that was not reported was a minor injury that a client received accidentally on agency premises.

II: ABUSE AND NEGLECT AND DUTY TO WARN

There were eleven reports made to Child Protective Services during June. The reports that were made were made in a timely fashion to the appropriate county's CPS office.

There were no reports made to Adult Protective Services during June.

There were no "duty to warn" reports filed during June.

III: TRANSFERS FROM STATE HOSPITALS

There were no community hospitalizations to be reviewed. There were no releases from a State hospital noted this month.

IV: PLANT/PHYSICAL HEALTH AND SAFETY

Monthly inspections are occurring. There continue to be issues in the Licking County office that are being addressed with the landlord.

We will be addressing the lack of smoke detectors in the Newark and Delaware offices.

V: RECORDS COMPLETENESS REVIEW AND VI: PEER REVIEW

The committee is currently reviewing charts from February through May. More staff are completing reviews, however we need to recruit and train additional staff to do this. A QA training is being planned.



An increased effort to bring QA reports up to date is underway. The Administrative Coordinator will be working with a summer intern to accomplish this task.

VII: UTILIZATION REVIEW

Utilization of all service types has been increasing, the intakes for new clients has remained strong. No significant concerns were identified. There were 127 new clients in June.

VIII: INVOLUNTARY TERMINATIONS

No involuntary terminations were conducted during July.

IX: PROFESSIONAL STAFF ORGANIZATION

We are still conducting weekly trainings within the agency. Committee members are to continue to explore further training needs.

A JSO training has been set for September 30th and October 1st.

X: REVIEW OF WAITING LIST

No clients are on a waiting list.

XI: REVIEW OF SERVICES UNDER CONTRACT

Daniel DiSalvo, CNP continues to provide services in the Columbus office.

XII: FOCUSED REVIEW AREA

An annual report will be completed. A utilization review will be completed of the agency's high utilization clients. Fire drills were conducted.

XIV: CLIENT RIGHTS AND GRIEVANCES

There was one informal grievance during the month of June. The client's grievance was regarding scheduling an appointment time and records request from previous providers. The client was unwilling to provide times when they were available to schedule when the clinician was available and was also unwilling to provide the names of the providers or sign releases for the agency to obtain releases of information, therefore the client's grievances could not be resolved. The client was encouraged to speak with their clinician again to resolve the matters. The client also spoke with the agency's Executive Director.

XV: TREATMENT OUTCOMES REPORTING

The agency is currently doing a 180 day pilot of its newly developed outcome measure.

XVII: GENERAL DISCUSSION

The committee discussed chart closures and the reality that in order to maintain a current chart closure status each clinical would need to close five charts per week. There was also some concern regarding missing notes in charts that are being closed, most of these notes have been found and transcribed. A tracking mechanism to prevent missing notes is being built into CIS, however it will be a long process due to the complex nature of the project.

The CARF standards and training materials are being reviewed and implemented.

Next meeting is scheduled for August 31st, 2010.

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

MOPS Staff
QA Minutes Log Book