

# QA MINUTES

## January 25, 2011

### **Committee Members In Attendance:**

Heather Stevens  
Mike Selegue  
Beth Sleeper  
Shawna Watts

The QA committee did not review the regular agenda items during this meeting due to the QA Coordinator being out of the office and unable to compile the information for the meeting. The regular items will be compiled and emailed to all QA committee members for review. This material will cover November and December due to there being no December meeting.

Time was spent with the QA committee members reviewing the QA Coordinators notes from CARF regarding corrections that need to be made in order to comply with the current CARF standards. All of the corrections required were administrative in nature, there were no recommendations made for programs.

The major recommendations that were reviewed are the need to create an HR database to track training, background checks, and licensure requirements. Additions to the client packet and simplification of the language used for client explanation. Collecting client satisfaction information for clients who receive medication services. Developing a comprehensive approach to transition and discharge planning for clients.

The rest of the meeting time was spent reviewing the case compliance checklist. The forms were reviewed, some changes that are needed include:

Updates to the Outcomes due to the changes in the agency's Outcomes measures  
Updates to the CMS measures  
Adding n/a to the Case Management, Medsomatic, and Case Closure sections

The CARF corrections and case compliance checklist will be sent to the rest of the committee members for review.