

# **QA MINUTES**

## **March 29, 2011**

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

Heather Stevens	Brad Hedges
Mike Selegue	Shauna Ridenour
Shawna Watts	Zachary Schellhause
Allison Clements	

### **Major Unusual Incidents**

The committee reviewed MUI's from February. There were two incidents reviewed. All reports were made in a timely fashion.

### **Abuse and Neglect and Duty to Warn**

The committee reviewed reports from February. There were ten reports reviewed by the committee.

### **Transfers from State and Community Hospitalization**

The committee reviewed releases from February. There was one client released from state hospitalization and two released from community hospitalization. All but one client was seen within the fourteen day requirement.

### **Plant/Physical Health and Safety**

Each site is conducting the monthly reviews. At this time there are no major issues being addressed.

### **Records and Peer Review**

The committee spent a significant amount of time discussing chart reviews and the need increase the number of charts being reviewed. We need to review approximately 300 charts each year to meet the ten percent standard. The committee has decided each non-supervisory clinical staff member should review one chart per month. All staff who have not attended a QA training in the past two years will be required to attend training. To ensure interrator reliability the committee members will review the chart reviews.

### **Utilization Review**

The number of services being provided continues to increase as agency sites grow.

### **Involuntary Terminations**

There were no involuntary terminations.

### **Professional Staff Organization**

The committee discussed the agency's plan to formalize the training program of the agency once the new space is available in Columbus.

The committee also discussed the annual training requirements of the agency and the various tracks being developed for supervisory staff and various treatment types.

### **Review of Wait List**

The new clients for each location were reviewed. The agency continues to see clients within thirty days from intake.

### **Services Under Contract**

There have been no changes to the services provided by Daniel Disalvo.

### **Focused Area of Review**

The focused area of review for March is to conduct a tornado drill.

### **Review of Previous Months Focused Area of Review**

The agency is still waiting on a final copy of the JSO program review that was conducted in Columbus.

The accessibility survey still needs to be released to all staff.

### **Client Rights and Grievances**

There was one client who contacted the Client Rights Officer on two different occasions. The second contact resulted in agency staff contacting the police to check on the client due to threats made by the client against staff and to harm themselves.

### **Treatment Outcomes Reporting**

The youth outcomes measure data analysis will be conducted very soon. Dr. Hedges will be doing the statistical analysis and a clinical intern will be doing the data write up.

### **Standards of Care**

The standards of care website has been converted to a Wiki format and the improvements have been realized quickly. All clinical staff are encouraged to make an entry in an area where they can contribute resources they use, so that other staff can utilize them.