

Notes from Planning Group Meeting Wednesday, May 12, 2010

Planning Group members present:

Nell Hahn, Co-chair
Chris Berzas
Pam Brown
Joe Bruno
Michael Coburn
Tavia Crumpler
Dennis Dillon
Rochelle Dunham
John Gianforte
Jim Hussey
Jennifer Jantz
Calvin Johnson
Michelle Smith
Don Short
Mark Thomas (MHAL)
Matt Thornton

Guests:

Joan Cockerham
Rhett Covington
Gwen Jackson
Amy Landry
Sue Larisey
Gena Lewis
Darrell Montgomery
Howard Polk
Mark Thomas (OCDD)
Kenneth Saucier

Staff

Shannon Robshaw
John Croft
Stephanie Inks

While waiting for Nell Hahn, Shannon Robshaw convened the meeting. The notes from the last planning meeting were approved.

Workgroup Reports

Family Engagement

Pam Brown reported that six youth discussion groups will occur from 6/6-6/14. Details will be finalized by Monday 5/17. She solicited feedback for questions for youth focus group and surveys. The draft of questions will be circulated to the Planning Group for feedback.

Ideal Service Array

Jim Hussey reported that the draft service array recommendation was completed in time to meet the May 6 deadline. It was distributed to the Planning Group members with the agenda for this meeting. Planning Group members, agency representatives and Family Engagement workgroup members are asked to review the draft and submit final comments to Jim by Friday, May 21. Jim Hussey will have the final draft by the next planning meeting which will be 5/26 instead of the prior 5/31 deadline. Jim stated that as requested, he presented an interim report to the Leadership Team on May 7 and draft service array recommendation was favorably received. The Leadership Team noted that the recommendation from the workgroup was a recommendation, and that the final decision on the range of services to be implemented would come from the Leadership Team in consultation with Mercer during the August decision making process and financing discussion.

Administrative Design

Jim Hussey reported that the Administrative design workgroup is on track for 5/31 deliverables. Jim stated that as requested, he presented an interim report to the Leadership Team on May 7 and

draft administrative design recommendations currently being considered by the workgroup were favorably received.

Communications

Michelle Smith reported that the Leadership team has approved action plan. The workgroup's next step will be drafting literature including letters and bullet points. This communication will be ready by the next Planning Group meeting 5/26.

Project Workplan overview and Discussion of how to organize addressing infrastructure needs including assignment/recruitment of workgroup members, identified technical assistants, other resource needs and workgroup deliverables:

Shannon Robshaw review the overall project workplan and the new infrastructure workgroups:

- Governance structure
- Providers types, training and capacity building needed
- Mechanisms for ongoing and expanded partnerships with families/youth organizations at policy, management and service levels
- Quality measurement and improvement processes
- Information technology capacity, including EHRs
- Utilization management process

She stated that each workgroup's charge is to develop recommendations and/or options regarding the workgroup's infrastructure area for the most efficient and effective mechanisms to support the recommended ideal system design and service array. The workgroup should identify

- best practices
- existing models
- innovative approaches
- implementation issues

The workgroup's recommendations should address resource needs and provide enough detail to inform the Leadership Team decision-making on CSoc implementation and serve as the foundation for future implementation planning. It was agreed that the workgroups could extend their timeline to July 15 if needed.

Each workgroup lead presented the major issues to be addressed and indicated with which HSC technical assistant they primarily work. Shannon clarified that Mercer was also available to assist any of the workgroups as needed on an ongoing basis.

Governance structure- Shannon presented on behalf of Mike Teague, who was unable to attend.

- Michelle Zabel will provide technical assistance
- The planning group discussed issues to be addressed regarding the governance of the Coordinated System of Care as listed in the handout. It was agreed that the list captured the major issues and additions would be made as needed.

Providers types, training and capacity building needed- Michelle Smith

- Michelle Zabel will provide technical assistance

- Michelle Smith presented a high level overview of the provider training and capacity issues in her handout. The Planning Group agreed that the handout reflected the major areas of work and asked Michelle to move forward with the work.

Mechanisms for ongoing and expanded partnerships with families/youth organizations at policy, management and service levels- Nell Hahn

- Jane Kallel will be providing technical assistance.
- Nell Hahn reviewed the memo she previously distributed to the Planning Group and stated that she intended to actively recruit parents and advocate to her workgroup.

Quality measurement and improvement processes- Shannon presented on behalf of Michael Daily

- Bruce Kamradt will be providing technical assistance to this workgroup.
- Shannon reviewed the documents Michael had sent presenting the issues to be addressed by the Quality Measurement workgroup. The Planning Group noted that the QM, UM and IT workgroups all needed to work closely together to develop their recommendations.

Information technology capacity, including EHRs- Amy Landry

- Bruce Kamradt will be providing technical assistance to this workgroup.
 - Amy Landry presented the Building Databases handout and issues list developed by John Ragsdale, DHH CIO. The workgroup plans to learn from Milwaukee's system and the steps they took to build it.

Utilization management process- John Gianforte

- Bruce Kamradt and Sheila Pires will both be providing technical assistance to this workgroup.
- John Gianforte presented his handout and explained the difference between utilization management and utilization review. He then explained the difference between utilization management and utilization improvement. John requested that a member of the IT workgroup participate in the UM workgroup to assure the recommendations are developed in and integrated way.

Following the workgroup leads presentations, it was noted that additional members from the different agencies, as well as parents and advocates were needed on most workgroup. Nell Hahn asked that the workgroup membership be determined within one week. She requested that workgroup leads provide short written reports by next planning meeting. Reports should include members, processes, and meetings and are due by Monday 5/24.

Report on Leadership Team meeting – captured in workgroup reports

The meeting was adjourned. Next meeting is May 26 at 1:00