

**TRSN Quality Management Committee**  
**Meeting Minutes – Tuesday, May 18, 2010**  
**1 – 3 pm - Cathlamet**

**FACILITATOR:** Jan Kaschmitter

**MEMBERS PRESENT:** Lynn Bisson (WBH Clinical Director), Matt Patten (CMHC Clinical Director); Chris Holmes (WCMHS Manager), Jan Kaschmitter (Quality Manager), Heather Maxwell (TRSN QRT Coordinator), Bill Hardy (TRSN Administrator), Trinidad Medina (IS Administrator), Theresa Mahar (Ombuds), Eric Cummins (WBH Director), Jamey Burris-Fish (WBH ARNP), Kat Erskine (Pacific Client Advocate), Sue Killillay (CMHC Director). Brian Cameron (TRSN Fraud and Abuse Lead/Fiscal Manager).

**Members Excused:** Judy Baskett (Advisory Board)

AGENDA ITEM	DISCUSSION	DISCUSSION LEADERS	DECISIONS, ACTIONS, ASSIGNMENTS
CALL TO ORDER	Jan called the meeting to order at 1:15 p.m.	Jan	
INTRODUCTIONS	Glenn Lippman, Medical Director who was joining us via Skype was introduced to QMC.	All	
REVIEW OF MINUTES	Minutes were not reviewed. This meeting was added for the primary purpose of reviewing the QI/QM Plan. Minutes from this meeting and the previous QMC will be reviewed at the next regularly scheduled QMC meeting.		
Quality Reports QRT	N/A		
OMBUDS SERVICES	N/A		
PROVIDER AGENCIES WAHAKIUM CMHS	N/A		
WILLAPA BH	N/A		
CASCADE MHC	N/A		
CLIENT/FAMILY ADVOCATES	N/A		
QI/QM Plan	Plan reviewed and approved pending changes. Next step will be for the Advisory Board to review. Changes include: identifying whether a time frame refers to business or calendar days. Clarifying references to MHD/DBHR – some references are historical and some are current. Clarification of QRT references.	Jan	Jan will update plan as discussed and forward to all via e-mail. Heather will review QRT references with QRT and bring recommendations to supervision on 5/25/10.

<b>PIP</b>	Clinical PIP is ready for review and will be sent out next week. The goal is to have training completed by August 1 and to implement the PIP by September 1, 2010.	Jan	Providers will review PIP and prepare for training.
<b>QAPI UPDATE</b>	Introduced new QAPI report which was reviewed and discussed.	Trinidad	Ongoing monitoring
<b>HITECH ACT/HIPAA</b>	Theresa raised some questions about confidentiality in lieu of the HTA.	Theresa/All	Brian will follow-up .w/ info provided by Theresa
<b>RESOLUTION OF QMC AGENDA ITEMS</b>	Discuss concern that issues remain unresolved on QMC. More emphasis is being placed on resolution of topics. Multiple issues have been resolved in the last couple of meetings and more focus is being placed on resolution of items in a timely manner. Discuss possibly using Robert's Rules of Order as a means of moving things forward more efficiently.	Theresa/All	F/u next QMC related to Robert's Rules of Order
<b>QMC Structure</b>	Bill explained the rational behind having agency Directors as part of QMC structure instead of agency Clinical Directors. Some concern was raised regarding the loss of clinical view and ability to follow up with Clinical Directors not present. Jan mentioned the Clinical Management meeting will focus on clinical information and have the opportunity to present systemic topics to QMC	Bill/Jan/All	
<b>ADJOURNMENT</b>	Jan adjourned the meeting at 3 pm. The next meeting is scheduled for Tuesday, July 20 <sup>th</sup> , 1 – 3 pm.	Jan	

Submitter by: Jan Kaschmitter, Quality Manager