

SDT Project Team Minutes

Team/Council (Check Appropriate Team or Council):		Meeting Date: 6/13/07	
<input type="checkbox"/> Quality Management Council		<input type="checkbox"/> Compliance Review Team	
<input checked="" type="checkbox"/> Standardized Documentation Team		<input type="checkbox"/> Consumer/Family Advocates Advisory Committee	
Meeting Location:		Time Meeting Began: 9:30 a.m.	
Facilitator: Oshlag, Jordan & Selden, Dave		Recorder: Scott Lloyd	
		Time Meeting Ended: 4:30 p.m.	
Sponsor:		Consultant(s): David & Scott Lloyd	
		Observer(s):	
Members Attending:	1. Susan Abbott	2. Nancy Carlucci	3. Steve Chisholm
4. Sherry Davis	5. Rita Barrette	6. Jan Feingold	7. Stephanie Sladen
8. Dallas Gulley	9. Porter May	10. Jordan Oshlag	11. Cindy Palfrey
12. Anne Priestley	13. Michael Stuart	14. Dave Selden	15.
16.	17.	18.	19.
Members Absent:	1. Joe Passeneau	2. Bill Wisnieski	3.
Meeting Attainment Summary			
Topic/Deliverable	Lead Member Presenting	Status/Update	Action Taken
1. Update from CRT, QMC	David and Scott	<u>CRT:</u> <ul style="list-style-type: none"> - Team is only two meetings away from their break as they will be done with their efforts - Questions have been asked about the CRT "Doing the SDTs job". Our experience is that we have to have those guidelines for the SDT to assure the most efficient process possible. <i>(We did not utilize this dual process setup in the beginning of our work with Ohio, and found it was very challenging without the guides in place.)</i> <u>QMC:</u> <ul style="list-style-type: none"> - It has been proposed that EATS, CBATS and Detox should be included in this process. The QMC will vote on this tomorrow - Communication protocols will be discussed/established tomorrow to properly publicize the team's efforts with the public, stakeholders/consumers, and software providers 	
2. Ohio Update	David Lloyd	Slide set reviewed will be made available to the team	

3. Team Progress Reports	Team Leads	<p>Assessment Team</p> <ul style="list-style-type: none"> - We have information from team members on the sections assigned to them that will be consolidated into one version during the breakout session today. - Q?: How focused do we want the assessment to be? <p>Treatment Plan Team</p> <ul style="list-style-type: none"> - Components from the last meeting have been consolidated into a draft form that will be reviewed today - In addition to the work done so far, the team will need to look at the Detox plan today - Q?: The team will look at what items need to be placed where in the documentation process <p>Progress Note Team</p> <ul style="list-style-type: none"> - The team has reviewed several notes and will be combining them today. - Q?: Can we consolidate multiple notes to one to cover multiple modalities? - Yes, that will be helpful for the staff who will utilize the note models.
4. Discussion on Documentation standards for MD and RN – E&M (Evaluation and Management)	All	<p>Requested by Compliance Review Team:</p> <ul style="list-style-type: none"> - The SDT wants these standards to be included in the compliance grids
5. Discussion on including a Physician medication order form	All	<p>Requested by Compliance Review Team:</p> <ul style="list-style-type: none"> - Yes this is important in Residential - Ohio kept separate/ SDT feels that a separate form that needs to be created for our system - The CRT needs to review the MAP regulations in regard to this documentation type - Team would appreciate a list of the acronyms being utilized, (ex. – MAP, etc.)
6. Subgroup Break out sessions	All	
7. Subgroup reports and discussions/decision making	All	<p>Assessment, Treatment Plan and Progress Notes sub-teams shared their drafts of form types as currently formatted and asked for feedback regarding the specific data elements that should be included in each form to ensure low redundancy between forms and at the same ensure that each specific data element is recorded in the chart.</p> <p><u>Scope of work question:</u></p> <p>Are Supported Education and Employment services included in the scope of work? This question will be presented at the QMC meeting on June 14th for a decision.</p>
8. Review of deadlines	All	<p>Soft dates changes were made including new soft dates for sub-forms with each area as per attached Version 6-13-07 of the SDT Detailed Scope of Work</p>

9. Next Steps / Interim Meetings	All	Interim meetings were established by the sub teams.	
10. Wrap Up	All	Adjourned at 3:50 p.m	
11.			

Topic/Deliverable	Lead Member Presenting	Status/Update	Action Taken
9.			
10.			
11.			
12.			

Identified Resources Needed

Resource Required	Member Requesting	Source of Resource	Date Required
1.			
2.			
3.			
4.			

Project Integration Need(s) Identified (Please identify Project Integration Challenges Identified that Needs the Attention of Other Teams):

Identified Assistance Required	Team(s) Identified to Provide Assistance	Specific Focus Areas Required	Date Action Needed
1. Wording Confirmation Request	CRT	Confirm wording for MA on the following Assessment item: Juvenile <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, <input type="checkbox"/> Status Offense (e.g., Unruly) <input type="checkbox"/> Delinquency	6-21-07
2. Assessment requirements	CRT	Need a list of the additional standardized outcome scales that need to be completed as part of the standard assessment. (TOPS, BASIS 32, etc.)	6-21-07

3.			
4.			