

Quality Improvement Committee (QIC) Meeting

05/26/2016

11:00am-12:00pm

Shasta Room, Health Dept.

Meeting called by: Quality Improvement Team

Facilitator: Cesar Anaya and Lucero Robles, Quality Improvement Team

Attendees: Please refer to sign-in sheet for QI Committee Meeting

Minutes

Agenda item:	Policy 495	Presenter:	Cesar Anaya
Discussion:	<ul style="list-style-type: none"> • Researcher Vs program development still in the (in progress) • Inventory of projects (in progress) • Definitions to be examined • Feedback from committee members welcomed 		
Conclusion	Bring back next meeting		
Agenda item:	Policy 500	Presenter:	Lucero Robles
Discussion:	<ul style="list-style-type: none"> • Policy revamped • QI updated key language within this existing policy as required per State's Audit (plan of corrections). • The Avatar form updated to included mandated fields in "red" • Electronic signature component updated within policy • Dave Vandenberg suggested adding specific language pertaining to side effects of "involuntary movement of the face or mouth" be added to line 48 as listed in CCR Title 9. • Group members provided feedback and suggestions on minor grammatical errors. 		
Conclusion			
Agenda item:	ORC audits	Presenter:	Molly Hubbard, Privacy Officer
Discussion:	<ul style="list-style-type: none"> • Covered entity to respond to ORC audits requests • Requests may come through privacy reporting individuals (Privacy Officer) • 		
Conclusion	Notify Privacy Officer		

Agenda item:	Open Items	Presenter:	participants
Discussion:	<ul style="list-style-type: none"> • EMQ is changing their name to Upland Family Services • Suggestions that staff at all clinics may need re-education on grievance procedures and form. Suggested to ensure grievance form is updated on the policy • Place stand-alone grievance form on the QI website and attach to problem resolution documents currently available on QI website. 		
Conclusion	QI to review accuracy of document on policy. Make grievance for available for easy access to print on QI website, which may include attaching to problem resolution process. QI to include problem resolution process in June's QI Newsletter.		
✓items tabled	Policy 495		
<i>Other Items</i>			
Upcoming Meetings	<i>June 23, 2016 & July 28, 2016</i>		