

<b>Quality Improvement Committee (QIC) Meeting</b>	6/26/2014
	11:00am-12:00pm
	Shasta Room, Health Dept.

**Meeting called by:** Amie Miller, QI Manager

**Facilitator:** Amie Miller, Ben Bunyi

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



## *Minutes*



<b>Agenda item:</b>	Monterey County Behavioral Health Compliance Plan	<b>Presenter:</b>	Amie Miller
<b>Discussion:</b>	<p>The MCBH Compliance Plan was presented and discussed.</p> <ul style="list-style-type: none"> <li>• Quality Improvement (QI) discussed that the Compliance Plan was a regulatory mandate</li> </ul> <p>Attendees reviewed the content of the Compliance Plan</p> <ul style="list-style-type: none"> <li>• Suggestions made for grammatical and formatting changes</li> <li>• Discussed concerns from some attendees regarding maintaining anonymity when utilizing the QI support line (831-755-4545) as the Compliance Hotline. <ul style="list-style-type: none"> <li>○ QI discussed that QI staff will be trained regarding Compliance Hotline confidentiality.</li> <li>○ QI staff will also complete attestations indicating Compliance Hotline information will be held in the strictest of confidentiality.</li> </ul> </li> <li>• Attendees recommended adding to the Compliance Plan document suggestions or steps MCBH staff and contractors can take to better protect their confidentiality when reporting a compliance issue <ul style="list-style-type: none"> <li>○ For example, utilizing a phone with a blocked number</li> </ul> </li> <li>• The MCBH Medical Director recommended that this document be provided to all staff, including locum tenens and per diem staff.</li> </ul>		
<b>Conclusion</b>	The MCBH Compliance Plan was approved and ratified contingent upon incorporating changes suggested by the QIC		
<b>Agenda item:</b>	Discontinuation of Certain Policies	<b>Presenter:</b>	Amie Miller and Ben Bunyi

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• QI discussed the need to clean, simply, and streamline MCBH policies to make them more clear and useful to staff and the community</li> <li>• QI presented the following policies (and the respective reasons) for their discontinuation: <ul style="list-style-type: none"> <li>○ 114 – Complaint Resolution: this policy was integrated into Policy 128 – Beneficiary Problem Resolution Process</li> <li>○ 203 – State Loan Repayment: changes due to funding have made this policy obsolete</li> <li>○ 309 – Domestic Violence Reporting: in reviewing the applicable statutes, the pertinent components of this policy is integrated within Policy 300 – Reporting of Suspected Child Abuse/Neglect and 300-B – Reporting of Elder and Dependent Adult Abuse. There is a component of this policy that only applies to health professionals providing physical (and not mental) health care.</li> </ul> </li> <li>• Attendees requested that MCBH staff and contractors be updated about the discontinuation of these policies in an upcoming QI newsletter.</li> </ul>		
<b>Conclusion</b>	Policy 114, 203, and 309 were discontinued.		
<b>Agenda item:</b>	420 – Use of Abbreviations in Health Records	<b>Presenter:</b>	Amie Miller and Ben Bunyi
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Discussed how the use of undefined abbreviations caused issues when reviewing documentation for clinical and auditing purposes</li> <li>• Discussed the different methods proposed by the revised policy in how to use abbreviations appropriately in the health records</li> <li>• Discussed the attached updated list of approved abbreviations</li> </ul>		
<b>Conclusion:</b>	Approved and ratified by the Quality Improvement Committee		
<b>Agenda item:</b>	Attendee requested discussion of professional qualifications to become a certified 5150 writer in Monterey County	<b>Presenter:</b>	Open Discussion
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Administration from a contract partner expressed that their services would be greatly impacted if Monterey County changes its policy and practice of allowing Mental Health Rehabilitation Specialists (MHRS) or equivalent from becoming approved 5150 writers.</li> <li>• Discussion amongst attendees about the level of education and training that would be appropriate to place someone with a mental health disorder on an involuntary hold</li> </ul>		
<b>Conclusion:</b>	Attendees agreed to continue discussion of the issue and that the policies approved and ratified during the last Quality Improvement Committee would remain in place until an updated policy is reviewed and ratified by the Committee.		
<b>Items Tabled</b>	<b>Person responsible</b>		
✓ No items tabled			
<b><i>Other Items</i></b>			
<b>Next Meeting:</b>	<b>July 24, 2014</b>		