

**THE STANDARDS GROUP
Executive Committee
February 22, 2008
Minutes**

Minutes taken by: Joanne Sheldon, TSG Director	Members Present: Jeff Brown, Oakland CMHA; Lisa Lepine, Arc of Macomb County; Norm DeLisle, Michigan Disability Rights Coalition; Pat Barrie, MDCH; Judy Webb, MDCH; Irene Kazieczko; and Phil Royster, Kalamazoo CMHA. Guest Present: Corrine, Detroit-Wayne CMH Staff Present: Joanne Sheldon, TSG Director	
AGENDA ITEM	DISCUSSION	DECISION/ACTION
Approval of Minutes and Agenda		Agenda and minutes were reviewed and unanimously approved as written.
Public Comment	There was no public comment.	
Budget	Spending in January was \$12,360, leaving a balance of \$229,234.	
TSG Director status	Joanne announced that she will be resigning as TSG's Director, as the LifeWays Board has selected her as their next CEO. Joanne is still negotiating her start date with the LifeWays Board but expects to have a more definite idea of her start date at the March TSG Board meeting. It was agreed that today's agenda will be covered by discussing the status of each project, next steps, and how and when the project could get transitioned given Joanne's resignation as Director.	
Access Project Update	<p>Joanne clarified there are three major parts to the Access project: (1) Access Standards; (2) Access Resource Manual; (3) Access Training. The draft manual is now complete, and the training outline and plan have been developed. The access standards are currently in MDCH's hands.</p> <p>Judy Webb provided the following update: Judy extracted the standards from the document and re-organized them to eliminate redundancies. She also added a preamble and changed some wording to make the standards contract-ready and inserted regulatory citations. Judy indicated the re-worked access standards will go out shortly for a 30-day stakeholder review. MDCH will add a few items to the standards during the public review process.</p>	<p>Joanne will work with Judy to seek TSG Board member feedback on the revised standards as part of the stakeholder review process.</p> <p>Following completion of the stakeholder review process, the updated standards will go to CFI's negotiation team and then to TSG's Board for final approval.</p>
SD Draft Standards: Status Update from MDCH	<p>Judy and Joanne provided the following update:</p> <p>MDCH received the SD standards from TSG in early November. The standards and recommendations put forth by TSG, while welcome and valued by MDCH, are more complex to process than the Access standards were, so more time will be needed.</p> <p>Joanne has cross walked the TSG standards with existing MDCH policy and practice guidelines, and has incorporated the TSG standards into the MDCH documents.</p> <p>MDCH has documents pertaining to fiscal intermediary standards, choice voucher system, SD agreements (provider agreements, employer of choice agreements, etc.), Agency with Choice etc. It was agreed it would make sense to create one overall Self Determination document which would contain overall SD and related standards, with supporting technical advisories regarding</p>	<p>Once Joanne completes the comprehensive SD document, she will send to MDCH for initial feedback. It will then go to Lisa Lepine, SD Work Group Chair. Lisa will pull together a few people to review the document and provide feedback. DCH will then revise the document and send it out for stakeholder feedback.</p> <p>Following completion of the stakeholder review</p>

	Agency with choice, SD Agreements, Fiscal Intermediaries, etc. Joanne is drafting this overall document and it is about 70% complete. The SD document will be linked with the PCP document (but the two will remain separate documents, at least for now).	process, the pieces with contractual implications will go to CFT's negotiation team and then to TSG's Board for final approval.
HIT Final Report	<p>Joanne provided an overview of the HIT Final Report, citing accomplishments made by this Work Group. She indicated the HIT Work Group will be seeking TSG Board approval of this report at the March 7th Board meeting. Some Executive Committee members expressed concerns that the Work Group did not develop state-wide HIT standards for the whole CMH system. It is important that the IT system result in lower transaction costs and that it ensure that any differences between systems are transparent to users. We need to address concerns that large providers have about having to interface with such divergent IT systems across PIHPs. It is important to be able to access the same information on an individual regardless of what county s/he is in. We need a consistent format for information.</p> <p>The Executive Committee would like additional information about how the CIO Forum will execute some of the strategies recommended in the HIT Final Report. If we are not able to achieve state-wide standardization at this time, how can we still achieve administrative efficiencies?</p>	<p>The HIT Final Report will be presented to the TSG Board at the March 7th meeting. Discussion regarding the need for potential follow up work will be held at that time.</p> <p>Joanne will invite the CIO Forum Chair to attend the TSG Board meeting to further clarify the CIO Forum's role and plans for addressing remaining HIT Work Group tasks, as well as the concerns raised by the Executive Committee.</p>
Standardized Advance Notice Form	<p>Executive Committee members had previously agreed it would make sense, given how quickly Medicaid regulations change, to develop a common standardized advance notice form. A group of Fair Hearing Officers have developed a form (which was distributed as a potential, optional form for PIHPs to use), and this will be used as the basis for developing a standard, mandatory form.</p> <p>Judy has discovered technical problems with the model forms, and Joanne has re-drafted the GF and Medicaid forms.</p>	Joanne will send the re-draft of the two forms (Medicaid and GF) to MDCH for internal review. Judy and Joanne will then run the forms by Dianne Baker and Judge Martin Snyder before taking to TSG's Board for approval.
TSG Future	Jeff indicated that given the Director's resignation and the fact that May 2008 had been indicated as a potential end date for TSG, it is important to discuss Executive Committee views regarding what should happen with TSG. Following discussion, it was agreed that the Executive Committee will recommend to the Full Board that TSG continue, at least until such time as the "big three" projects (Access, SD, HIT) are completed. There has been a significant amount of work and money invested in these three areas. Given that at least \$200,000 of TSG money remains, it makes sense to complete what we started. We have a lot at stake here, and TSG represents an excellent model of collaboration. The Board should hire a replacement for the Director to minimally complete these three projects and possibly tackle a limited number of other areas, such as case management. The case management survey results demonstrate support for development of a quick "cheat sheet" and updated resource manual for case managers, and this is a priority for MDCH.	The Executive Committee's recommendation to continue TSG, at least through completion of the three major projects, will be made to the Full Board. DCH will clarify its views on TSG's future on Friday. Further discussion about what should happen with TSG will occur at that time.
Next Meeting		Next TSG Executive Committee meeting will be on March 28, 2008 at 1:00.

