



**THE STANDARDS GROUP  
Executive Committee  
Meeting Minutes  
Friday, February 20, 2009**

**Exec. Committee Members Present:** Judy Webb (DCH), Michael Head (DCH), Irene Kazieczko (DCH), Phil Royster (Recovery Council), Jane Terwilliger (Monroe CMHA), Joanne Sheldon (Lifeways), Laura Vredeveld (TSG staff), Lisa Lepine (ARC)

**Minutes taken by:** Laura Vredeveld - TSG

AGENDA ITEM	DISCUSSION	DECISION/ACTION
Approval of Agenda		Agenda approved as written
Approval of Minutes		Minutes of Exec Committee meeting of 11/26/08 approved as written.
Public Comment	There was no public comment	
Budget Update	Review of budget/balance statement through Jan. 2009. Average monthly spending remains approx. \$10,000 per month now that Laura is full-time. Current Fund balance = \$227,029. MACMHB has new controller. Will be reconciling TGS account back to October to ensure all expenses are accounted for.	Budget and financials accepted as presented.
New Workgroups – approval of scope, charge, membership <ul style="list-style-type: none"> <li>• Enhanced Data Submission</li> <li>• Waiting List/Needs Assessment</li> </ul>	<p>Laura reviewed the scope/charge documents created for each of the new workgroups.</p> <p>Enhanced Data Submission Workgroup: Scope/Charge of the workgroup approved as written with the addition of a time frame for having a proposed model – end of April 2009 and establishing target date for each of the deliverables. Membership &amp; Chairmanship approved with the recommendation to add a member of the Provider Alliance, since the provider is the generator of the incident report or information about most critical incidents.</p> <p>Waiting List/Needs Assessment workgroup: Scope/charge approved as</p>	<p>TSG Exec. Committee approved scope/charge/membership documents with the noted additions and revisions for both the Data Submission Workgroup and the Waiting List/needs Assessment workgroup.</p> <p>Present to Full TSG Governing Board for approval with revisions noted.</p>

	<p>written with one edit to language to differentiate process/data collection vs. reporting on pg.2 and on top of pg.3 Executive Committee also asked that an interim report be submitted by this workgroup after 6 months. Membership was approved with the recommended addition of Larry Newberg from Livingston CMH and a representative from UP-Pathways. Unanimous support for Dennis Grimski to serve as chairperson of this workgroup.</p>	
<p>2009 Work Plan Update</p> <ul style="list-style-type: none"> <li>• Access Standards/Resource Manual</li> <li>• Active Engagement</li> <li>• Casemanagement</li> <li>• Provider Contracting/Monitoring</li> </ul>	<p>Laura provided an update on all of the projects on the work plan. Progress being made in all areas.</p> <ul style="list-style-type: none"> <li>• Judy Webb has now provided Laura with DCH's recommended edits and revisions to the Access Resource Manual. DCH staff are working on Interpretive Guidelines. Next step is to proceed with statewide trainings – to occur in May 2009.</li> <li>• Active Engagement – Laura is looking at conducting a series of focus groups to solicit input into the value and meaning for consumers and parents/guardians/advocates related to active engagement. Need to work on defining terms, developing common understanding. Some of this will also be developed through the culture of gentleness work being promoted by DCH. Important to articulate our values and expectations as a system. DD PIT group is an established group looking at some of these things – recommend using them as sounding board/advisory capacity in shaping focus groups.</li> <li>• Casemanagement – DCH staff have not had time to look into this more closely. Need to prioritize what we want to accomplish this year out of the list of things we could focus on related to core competencies, trainings, credentialing, caseloads, activities &amp; functions, etc. Judy suggested that Laura plan for some time with DCH staff to clarify</li> </ul>	<p>Exec Comm. Support for Laura to proceed in working with MACMHB in planning for statewide training on Access Standards and Access Resource Manual</p> <p>Support for using DD PIT group as advisory group to develop focus groups around the state. Plan is to solicit input from consumer and guardians re: definitions and measures of active engagement.</p> <p>TSG Exec. Comm. support for continued clarification of the issues to be worked on during this fiscal year related to casemanagement.</p>

	<p>expectations in order to draft a scope/charge document for this project.</p> <ul style="list-style-type: none"> <li>• Provider Contracting/Monitoring: Laura met with Uniform Contracts group (out of CFI) and learned that 7 PIHP's are currently using the uniform contract. This group remains highly motivated to encourage its use and will be conducting further surveys/individual meetings with PIHPs to discover perceived barriers with implementation. While supporting the work of the uniform contracts workgroup, Laura's work for TSG will focus more on the monitoring and training reciprocity issues. Support for working with provider alliance in developing a survey of PIHP's to further understand the issues.</li> </ul>	<p>TSG Executive Committee support for working with members of the Provider Alliance in developing a survey of PIHP's to further understand the issues.</p>
<p>Review of CIO Forum Work Product – <i>Principles for Enhanced Data Submission</i></p>	<p>Laura presented the CIO Forum document <i>Principles for Enhanced Data Submission</i>. This document lays out guiding principles that should be adhered to in any data exchange between the PIHP's and DCH. This document is foundational to the work of the Data Submission Workgroup as it develops new methods of transmitting data related to critical incidents, jail events, etc.</p>	<p>General support for the document. Will be reviewed by Full TSG Board.</p>
<p>TSG Structure/Goals/Plan for Evaluation</p>	<p>Brief discussion due to time constraints. Discussion about some CMHSP concerns being raised about TSG structure being the PIHP's – but choosing a topic (Waiting List/Needs Assessment) that is a CMHSP issue. Brief discussion about TSG relationship to MACMHB. Agreed to set aside block of time during next Exec. Committee to develop a plan for how TSG should be evaluated – when? How? What are the primary considerations? Also need to develop a plan for evaluation of Director. How will decision be made to continue TSG or not and in what capacity moving forward. Would be good to spend time planning for this broader discussion.</p>	<p>Agreed to set aside block of time in next Exec Committee for this discussion.</p>
<p>Adjourn</p>	<p>Meeting Adjourned at 12:05 p.m.</p>	