



**TSG FULL GOVERNING BOARD  
Meeting Minutes  
Friday, October 30, 2009 12:30pm  
MACMHB**

**Present:** Mike Head (MDCH); Corine Mann (Detroit-Wayne); Don Habkirk (Macomb); Joanne Sheldon (Lifeways); Dennis Grimski (Thumb Alliance); Mike Mc Cartan (Thumb Alliance); Steve Sheldon (SE Partnership); Toby Bayless (CEI); Alexis Kaczynski (North Country); Jane Terwilliger (SE Partnership), Lisa Lepine (ARC); Sandra Lindsey (Saginaw); Laura Vredevelde (TSG), Irene Kazieczko (MDCH), Bill Slavin (Northern Lakes); Linda Kaufmann (CMH Central MI); Chris Pinter (Bay-Arenac); Paul Ippel (network180), Gail Hall (UP-Pathways); Cindy Lowe (SW Affiliation); Phil Royster (Recovery Council), Judy Webb (MDCH),

Minutes Taken By: Laura Vredevelde (TSG)

**Approval of Agenda**

Approved as written

**Approval of Meeting Minutes**

Approved with revisions to reflect accurate date of meeting- September 25, 2009 and revision under Waiting List Workgroup update – final sentence in 4<sup>th</sup> paragraph should read “as funds allow”.

**Public Comment**

-Mr. James Gallant representing Project Parenting Time submitted a written request for his issues to be considered as TSG priorities for 2010. In summary, Mr. Gallant is concerned that CMHSP’s are not supporting children’s court-ordered parenting time and would like the person-centered planning policy and practice guideline revised to include more detailed information about a child’s court-ordered parenting time. Mr. Gallant also requests that TSG prioritize as a project of focus the reporting of non-compliance with parenting time orders as child neglect. Finally, Mr. Gallant is requesting that a technical advisory be developed to address the legal requirements of PIHP and CMHSP’s to comply with Open Meetings Acts and to provide real opportunities for primary consumers and family members in decision-making processed of local CMHSP and PIHP’s.

TSG Board chair Joanne Sheldon thanked Mr. Gallant for his comments and requested that an agenda item be added to today’s meeting to open the floor for discussion on the issues Mr. Gallant presented and determine if any of these issues are something that TSG should consider in its work plan.

**Discussion re: Public Comment**

Mike Head thanked Mr. Gallant for his comments and indicated that MDCH will consider Mr. Gallant’s public input but will need to weigh this against all other public input that they receive. Mr. Head indicates that MDCH and PIHP’s need to prioritize our work and the time/resources allocated to various issues. Mr. Head emphasized that the state is facing serious budgetary concerns and that both the Department and The Standards Group have many projects right now that are of more immediate concern to the state public mental health system. Mr. Head emphasized that he understood Mr. Gallant’s passion and concern for the issues he is raising, but at this time does not see them as MDCH priorities.

Lisa Lepine indicated that the issues of enforcement of parenting time would be better addressed through another

avenue such as the State Bar of MI group that focuses on issues of access to justice. She agreed to provide Mr. Gallant with some possible resources.

Several other board members indicated that while they appreciate Mr. Gallant's passion for these issues, there are many other pressing budget and resource issues that we need to attend to as a state system, and the issues Mr. Gallant raises are not seen as priorities at this time.

The consensus of TSG board members is that while they respect the issues that Mr. Gallant raises, these are not currently issues that TSG or MDCH should spend additional time or resources considering and these issues will not be prioritized in the TSG work plan or as action items for the future.

#### **Budget/ Financial Update through September 2009**

Laura Vredevelde distributed the most recent financial summary and reports spending through September to be consistent with average spending across previous months. No questions or concerns expressed.

#### **TSG Director October Update**

Laura reviewed the TSG Update and the status of all workgroups and work products. Highlights include:

**Access Standards** – MDCH will be including the Access Standards in their site review protocols in FY 2010 including interviews with consumers who had recent contact with access systems.

**Waiting List/Needs Assessment** – Dennis Grimski will be providing a detailed update at today's meeting and seeking approval for the draft document developed by the workgroup. The goal is for MDCH to issue a technical advisory in January 2010.

**Active engagement** – Laura is facilitating a subgroup of DD PIT to develop system expectations/vision for active, meaningful engagement of all individuals with developmental disabilities in the community.

**Enhanced Data Submission/Data Exchange Workgroup** - Chuck Dougherty will be providing the Board a detailed update at today's meeting on the status of workgroup activity. Laura noted that MDCH recently made a decision to not require encounter data to be submitted by funding source through the CHAMPS system. The CIO Forum appreciated the cooperative nature of the dialogue with MDCH on this issue.

#### **Data Exchange Workgroup Update**

Chuck Dougherty (chair of Data Exchange Committee – a subgroup of the TSG CIO Forum) provided background on the workgroup and the scope/intent of the project. Chuck presented the following documents:

- DCH/PIHP Event Reporting Document - for Board approval
- Working Design Draft – reporting guide- Information Only
- Event Warehouse Description –Information Only

The subject matter workgroup has completed its work on types of incidents to be reported, definitions, reportable populations, and timelines for reporting. The technical workgroup is developing file formats, technical schemas and fine-tuning data parameters and definitions. Workgroup members are currently in discussion with MDCH re: options for building, housing and managing such a data warehouse.

A question was asked about the discoverability of sensitive information on sentinel events if we begin reporting detailed information to the state related to these types of incidents. Chuck and Laura indicated that the subject matter expert workgroup had considered this concern. The recommendation from the workgroup is that the reporting of client-level incidents and the process and results of root cause analysis be kept separate. PIHP's will simply be reporting that a particular type of incident occurred, but will not be including the analysis or conclusions drawn about causal factors to the incident. MDCH currently reviews the PIHP's process during site reviews to ensure compliance with standards.

Motion approved to accept the document titled "MDCH/PIHP Event Reporting" as a finished product from the workgroup and for MDCH to consider this a prototype for future data submission.

Workgroup members will continue to work with MDCH leadership on next steps in the technical process.

Board members expressed appreciation to Chuck Dougherty and the Data Exchange workgroup for their efforts.

#### **Waiting List/Needs Assessment Workgroup Update**

Dennis Grimski (chair of Waiting List Workgroup) presented the following documents to the TSG Board:

- Waiting List Guideline – For Board approval and transmission to MDCH

-Q & A from MACMHB conference –Information Only

-Workgroup Membership and Chair for Phase II Activities: Needs Assessment - For Board approval  
-Scope and Charge – Needs Assessment –Information Only – previously approved.

Dennis provided background on this project and status of all current work. Dennis indicates the workgroup's presentation at the fall MACMHB conference was well-received and the workgroup has posted its response to all questions on the MACMHB website.

Dennis walked Board members through the draft Waiting List Guideline document and highlighted significant areas of workgroup discussion or need for consensus during the process. Dennis also described the proposed next steps in an expedited review process as discussed at the last Full Board meeting. If approved and accepted today, the document will go through MDCH for additional internal review and revision. It will then be issues by MDCH as a draft technical Advisory for public comment. The goal remains to have this document out to the field by January 2010.

Dennis noted that TSG Board member Jeff Brown sent an email earlier today expressing concerns with the product and areas where he believed the workgroup missed the mark. This includes the workgroup not addressing a common GF benefit and adding layers of bureaucracy to the process.

After additional discussion, Jane Terwilliger motioned to accept the document "Waiting List Guideline" as a finished product of the workgroup for submission to MDCH. Motioned passed unanimously.

The Board expressed its appreciation to Dennis Grimski and workgroup members for their hard work and diligence in completing this phase of the project. Dennis advised the board that his relationship with St Clair/Thumb Alliance is changing and that he will no longer be representing Thumb Alliance on TSG matters. Mike McCartan is assuming responsibility as TSG representative to the Full Board. Joanne commended Dennis for all of his efforts on behalf of TSG, both on the Access Standards and on the Waiting List Guideline.

Laura indicates this necessitates a new chair for the WL/Needs Assessment workgroup. After brief discussion, a motion was passed to approve Dave Schneider from North Country PIHP as the Chair of this workgroup.

#### **Development of 2010 Work Plan Priorities/Considerations**

Laura provided an overview of considerations for TSG priorities for 2010, recognizing that at this time, current funding will allow us to continue TSG until approximately September 2010. MDCH also presented a document which outlined some of their priorities for consideration. Topics that have been identified previously or were suggested today include:

- Technical Assistance/Training on Waiting List Guideline
- Event Data Reporting/Warehouse
- Needs Assessment
- Active Engagement "getting a life"
- Core competencies for Casemanagement/Supports Coordination
- Common Screening/Assessment Tools
- Benchmarking/Best Practice
- Standards for purchasing services in licensed residential settings
- Core Competencies, training, and fair wage for Direct Support Staff/Direct Care Workers
- General Fund benefit – who is a priority for services and what services are required under the MH Code.

Discussion ensued re: limited time remaining to accomplish any new item on this list, and that perhaps we need to first determine if TSG will continue and then prioritize what would be accomplished. Several Board members voiced their opinion that TSG is very valuable to the public mental health system and want it to continue. Others indicated their support in general, but indicted their financial support may be contingent on what is prioritized for TSG focus and effort. Cost will be another consideration for several boards. It was recommended that the Executive Committee

make a recommendation regarding priorities and potential costs and bring it back to Full Board for decision.

Recommendation that the Laura/Executive Committee develop a survey to solicit input from all Directors and key stakeholders related to TSG process, structure, priorities, and potential continuation. Results of this survey will be instrumental in formulating a plan moving forward.

It was also recommended that TSG be an agenda item at the upcoming PIHP Directors meeting in December. Laura will develop some brief documents for Exec Committee to review in support of TSG continuing based on accomplishments thus far, support for the model of collaboration that is being developed. A cost estimate will also be provided for consideration. Board members expressed appreciation for the work being done currently and generally support the direction we are headed.

**Adjournment**