

**STATE OF MA DOCUMENTATION PROJECT  
COMPLIANCE REVIEW TEAM  
06-21-07**

**Consultant:** Mary Thornton, MTA, Inc.

**Facilitator:** Kathy Janssen, Riverside

**Present:** Jim Haughey, BHN, Madeline Becker, Vinfen, Fran Markle, High Point, Carol Kress, MBHP, Christine Paschal, Wayside, , Michele Savage, BayCove Human Service, , Craig Gaudette, Advocates, Inc., Michael Wagner, North Suffolk, Judith Boardman, HES, Grace Beason, DMH, Marcy Morgenbesser Network Health

**Absent:** Jane Eckert, MSPCC, . Doug Thompson, Beacon Health,

**AGENDA**

1. Introductions
2. Get the “deliverables” from each of the members who had something assigned at the 6/7/07 meeting.
3. Discuss the comments that all have made on the 3 drafts
4. If needed, begin work on MD Order Sheet
5. Discussion with David Lloyd regarding the SOQIC Outcomes and the roles of SDT and CRT (prior to lunch break, ~ 11:15)
6. Discuss a methodology for all to give final thoughts on the grids prior to sending them to the SDT
7. Other
8. Evaluations for MTM
9. Date/Time/Place of Next Meeting of the Full Committee: September 13<sup>th</sup>, 9:30-4:30, at MHSACM Offices
10. Date/Time/Place of the Subcommittee: \_\_\_\_\_

**MINUTES**

1. Reviewed deliverables still due. Need to develop a legend to distinguish where the regulations are population/program specific (child, adult, etc.)
  - C – Child
  - EI – Early Intervention – if QMC decides this is in the scope
  - OTP – All Substance Abuse programs that dispense Methadone
  - SA – Substance Abuse
  - R – Rehab option
  - CM – Case Management
2. Developed grid for non-inpatient, and inpatient programs listing those programs the Committee believes are part of this project and those which are not. This grid will be sent to the QMC for review and final decision about which programs to include in the project.
3. Decided to have one main grid for elements common for all programs/populations. Then develop separate grids for add-ons that apply to these specific programs/populations:
  - PACT/ACT

- ESP
  - Residential
  - Opioid Treatment Programs
  - Outpatient Substance Abuse
  - SEE programs
4. Reviewed the list of questions from the SDT. Kathy will send them the answers from the committee.
  5. 430 or 430 regs. Prudent to apply both.
  6. Physician orders or review. No requirement for MD signature. LOOK AT DMA REGS
  7. **Next meeting, of the full committee**, will be 7-9-07 from 12 PM to 4:30 PM at MHSACM offices – **Note: This is an additional meeting that is needed to complete the initial committee work.**
  8. **Next meeting of the subcommittee that will meet to develop inpatient Grid**, will meet on 7-13-07 at Riverside, 9:30 to 4:30, directions to Riverside attached.(\*)

### HOMEWORK

1. **David** will check with QMC to see if EI is within the scope of the project and why the SEE programs are in the scope. He will also ask why DEEC are not included in the scope.

### INDIVIDUAL

1. **Jim** will check DPH regs for EI and add to grid if EI is in scope of the project.
2. Doug needs to do NCQA citations for Assessment, Progress Note, and Treatment Plan
3. **Fran** is going to look a EATS
4. **Grace** will get more detail on CM regulations vs. rehab option
5. **Judith** is going to review OTP for CARF regs
6. **Michael** is going to look at PACT manual
7. **Judith** going to look at ES form fields and send to Mary
8. **Kathy** going to look at CARF assessment elements
9. **Kathy** will remind everyone of their homework
10. **Kathy** will send out notice of additional meeting, time, and place
11. **Carol** will check with her organizations' lawyer about 440 and 438 and to what extent the Medicaid Federal/State Manual applies to us.
12. **Michael** will find out if the Framingham, or an equivalent outcome measure, is required for day treatment
13. Carol will check on the language on the date the assessment and treatment plan are due.
14. **Fran** will look up time lines in JCAHO for completion of assessment and treatment plan
15. **Kathy** will contact David regarding the need o re-schedule the September meeting due to the conflict with Rosh Hashannah

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**GROUP**

1. Everyone who has not sent Mary their citations needs to do so, by 6/29
2. Need to determine regs around health assessment vs. physical exams. Get back to Mary by the 29<sup>th</sup>. DPH 140.520(B)(1) &(2), Med history and Physical exam – 140.520(F)(4)

(\*) Please let Kathy know if you are attending the subcommittee meeting, 781-329-0909 x 183 or [kjanssen@riversidecc.org](mailto:kjanssen@riversidecc.org)