

## Project Team Minutes

<b>Team/Council</b> (Check Appropriate Team or Council):		<b>Meeting Date: 5/23/07</b>	
<input type="checkbox"/> Quality Management Council		<input type="checkbox"/> Compliance Review Team	
<input checked="" type="checkbox"/> <b>Standardized Documentation Team</b>		<input type="checkbox"/> Consumer/Family Advocates Advisory Committee	
<b>Meeting Location:</b>		<b>Time Meeting Began: 9:30 a.m.</b>	
<b>Facilitator:</b> Oshlag, Jordan & Selden, Dave	<b>Recorder:</b> Scott Lloyd	<b>Time Meeting Ended: 4:30 p.m.</b>	
<b>Sponsor:</b>	<b>Consultant(s):</b> David & Scott Lloyd	<b>Observer(s):</b>	
<b>Members Attending:</b>	1. Susan Abbott	2. Bill Wisnieski	3. Steve Chisholm
4. Sherry Davis	5. Rita Barrette	6. Jan Feingold	7. Stephanie Sladen
8. Dallas Gulley	9. Porter May	10. Jordan Oshlag	11. Cindy Palfrey
12. Anne Priestley	13. Michael Stuart	14. Dave Selden	15. Joe Passeneau
16.	17.	18.	19.
<b>Members Absent:</b>	1. Nancy Carlucci	2.	3.
<b>Meeting Attainment Summary</b>			
<b>Topic/Deliverable</b>	<b>Lead Member Presenting</b>	<b>Status/Update</b>	<b>Action Taken</b>
<b>1. Team Progress Reports</b>	<b>Team Leads</b>	<b>CRT</b> – Decided to utilize a legal consult model rather than a full time legal representative on the team. <b>CRT</b> – Detox forms will be included, but inpatient psychiatric forms will not be part of this effort. <b>SDT</b> <b>The Assessment, Treatment Plan &amp; Progress Note Teams</b> – Updates have been made on the Scope of Work, 5-23-07V	
<b>2. Form Name Reviews</b>	<b>All</b>	Teams are still discussing the names, and desire feedback from the Consumer Advisory Committee	
<b>3. Establish Form Submission timelines</b>	<b>All</b>	<b>Soft Dates</b> are created and entered into the Scope of Work Version 5-23-07	
<b>4. Decision Making Values/Principles</b>	<b>All</b>	The team created a new list entitled the “Guiding Principles” for the MSDP project	
<b>5. Next Steps / Interim Meetings</b>	<b>All</b>	The teams met from 2:30 to 4:00 as individual Groups to move their team’s efforts forward	
<b>6. Wrap Up</b>			
<b>7.</b>			

<b>Topic/Deliverable</b>	<b>Lead Member Presenting</b>	<b>Status/Update</b>	<b>Action Taken</b>
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9.			
10.			
11.			
12.			

### Identified Resources Needed

Resource Required	Member Requesting	Source of Resource	Date Required
1.			
2.			
3.			
4.			

### Project Integration Need(s) Identified (Please identify Project Integration Challenges Identified that Needs the Attention of Other Teams):

Identified Assistance Required	Team(s) Identified to Provide Assistance	Specific Focus Areas Required	Date Action Needed
1. <b>Approval of new representative on the CFAC</b>	<b>QMC</b>	Would like to add representatives from MPower/Transformation Center	<b>5-4-07</b>
2.			
3.			
4.			