

## Team Minutes

<b>Team/Council</b> (Check Appropriate Team or Council):		<b>Meeting Date:</b> 4/24/07	
<input type="checkbox"/> Quality Management Council		<input checked="" type="checkbox"/> <b>Compliance Review Team</b>	
<input type="checkbox"/> Standardized Documentation Team		<input type="checkbox"/> Customer Service Integration Team	
<input type="checkbox"/> Outcome Performance Team		<input type="checkbox"/> Financial/IS Services Team	
<input type="checkbox"/> Sub-Team For (Indicate Team):			
<b>Meeting Location:</b>		<b>Time Meeting Began:</b> 2:30 p.m.	
<b>Facilitator:</b>		<b>Recorder:</b> Scott Lloyd	<b>Time Meeting Ended:</b> 4:00 p.m.
<b>Sponsor:</b> NA		<b>Consultant(s):</b> Scott/David Lloyd	<b>Observer(s):</b>
<b>Members Attending:</b>	1. Kathy Janssen	2. Craig Gaudette	3. Madeline Becker
4. Jim Haughey	5. Christine Paschal	6. Katherine Poglitsch	7. Elizabeth Ross Wong
8. Fran Markle	9. Grace Beason	10. Doug Thompson	11. Michele Savage
12. Judith Boardman	13. James Saccento	14. Carol Kress	15.
<b>Members Absent:</b>	1.	2.	3.
Meeting Attainment Summary			
Topic/Deliverable	Lead Member Presenting	Status/Update	Action Taken
<b>1. Elect Facilitator (5 min)</b>	<b>Scott</b>	<b>Volunteers:</b> Kathy Janssen & Fran Markle	<b>- Unanimously Accepted</b>
<b>2. Elect Time Keeper (5 min)</b>	<b>Scott</b>	<b>Volunteers:</b> Michele Savage & Craig Gaudette	<b>- Unanimously Accepted</b>
<b>3. Elect Team Scribe (5 min)</b>	<b>Scott</b>	<b>Volunteers:</b> Jim Haughey & Madeline Becker	<b>- Unanimously Accepted</b>
<b>4. Review Tools (45 min)</b>	<b>Scott</b>		
<b>5. Assign Review Areas</b>	<b>Team</b>	1. <b>DMH:</b> Grace Beason, Craig Gaudette, Madeline Becker 2. <b>DPH/HCQ:</b> Jim Haughey, Judith Boardman 3. <b>DPH/BSAS:</b> Michele Savage, Fran Markle 4. <b>MCO Medicaid:</b> Elizabeth Ross Wong, Doug Thompson, 5. <b>DMA/Medicaid/Medicare:</b> Katherine Poglitsch 6. <b>MBHP:</b> Carol Kress 7. <b>HIPAA:</b> Grace Beason 8. <b>Compliance Regulations:</b> Kathy Janssen, Madeline Becker 9. <b>Legal:</b> Need feedback from MHSACM &/or new members on 14th 10. <b>Accreditation:</b> Christine Paschal (COA), Michele Savage (CARF), Doug Thompson & Elizabeth Ross Wong (NCQA, URAC), Fran Markle (JCAHO) 11. <b>DEEC (Potential):</b> Christine Paschal, <u>Additional Needed</u>	

<b>6. Response Times</b>	<b>Team</b>	<b>Priority 1: 5 Business Days / 7 Calendar Days</b> <b>Priority 2: 10 Business Days / 14 Calendar Days</b> <b>Priority 3: 15 Business Days / 21 Calendar Days</b>
<b>7. Payor Differences (15 mins)</b>	<b>Team</b>	<ul style="list-style-type: none"> <li>- Regulations are similar, it is how we interpret them.</li> <li>- Rehab option has different documentation requirements</li> <li>- Required outcome instruments from the different payment sources can be a challenge</li> <li>- Medical Necessity Linkage is different than a Medical Necessity UM Review</li> </ul>

Topic/Deliverable	Lead Member Presenting	Status/Update	Action Taken
8.			
9.			
10.			
11.			

**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):**

<b>Identified Assistance Required</b>	<b>Team(s) Identified to Provide Assistance</b>	<b>Specific Focus Areas Required</b>	<b>Date Action Needed</b>
1.			
2.			
3.			
4.			