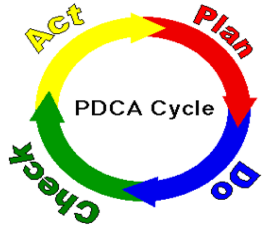


QI WORK GROUP MINUTES

Date: October 16, 2009

Present: Laura Lambert, Diocles Wells, Jennifer Coston, Tracie Hanson, Susan Shafer, Jennifer Grimm, Emily Dimsdale, Jane Albers

	Issue	Responsible Person	Action/ Outcomes
1	Introductions	Team	All introductions were made.
2	QI Plan/Projects	Laura	Everyone was reminded SEC should have each provider's QI plan on file at the LME. Each Plan should reflect strategic goals related directly to the plan. Laura would like to develop a standard format, at the local level, for QI Projects with the providers' help. Providers indicated that assistance would be welcome.
3	QI Plan Template	Laura	Laura has developed a QI plan checklist and encouraged everyone to let her know if they have any other suggestions.
4	Outcomes		The group briefly discussed ways the agencies are measuring outcomes. NC TOPPS is used but most agreed they do not get much data back. Some agencies are pushed to get the information needed for various reasons. As this group continues to meet, outcomes will be looked at more closely.
5	Provider Profile		Laura discussed the need for a provider profile for this catchment area. Most agencies were in agreement that they would like to be included in the decisions made for sharing this information with the consumers. It was a suggestion to survey consumers to see what they are looking for when choosing a provider. This will be discussed again at a later meeting.



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6	Team Charter		Laura presented the team charter as a plan for this committee. Please review and bring back all comments to the next meeting so the plan can be modified if needed.
	Other Discussion	Team	<p>Laura announced that October 18-24 is National QM Healthcare Week. SEC will be celebrating with several events during the week. Laura reminded the committee that SEC needs providers to submit discharge forms for consumers when they are no longer receiving services.</p> <p>Past experiences for providers being able to speak to the LME was discussed. Laura reminded the group that there will be opportunities to participate and we encourage the provider's voice. This is one of the reasons for this workgroup.</p>
7	Next Meeting		The next meeting will be at Alpha Omega on November 20, 2009 at 3 p.m.