

**CSoC Quality Assurance Committee (QAC) Meeting Minutes – DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT**

<u>Date of Meeting</u> May 14, 2014	
<u>Meeting Time</u> 2:00 – 3:30 p.m.	
<b>Members</b>	<b><u>PARTICIPANTS</u></b>
	<input checked="" type="checkbox"/> Michael Comeaux (DOE), Chair
	<input type="checkbox"/> Karen Faulk (Agency)
	<input type="checkbox"/> Janice Fruge (DOE)
	<input checked="" type="checkbox"/> Cindy Guitrau (DCFS)
	<input type="checkbox"/> Kim Nesmith (DOE)
	<input checked="" type="checkbox"/> Kristin Savicki (OBH)
	<input checked="" type="checkbox"/> Patty Thomas (OJJ)
	<input type="checkbox"/> Brent Villemarette (DCFS)
	<input type="checkbox"/> Garry Williams (OJJ)
	<input type="checkbox"/> _____
	<input type="checkbox"/> _____
<b>Guests</b>	<input checked="" type="checkbox"/> Connie Goodson (OBH)
	<input checked="" type="checkbox"/> Sheila A. Jordan (OBH)
	<input type="checkbox"/> Alicia Blades (Magellan)
	<input checked="" type="checkbox"/> Wendy Bolin (Magellan)
	<input checked="" type="checkbox"/> Donna Harren (Magellan)
	<input type="checkbox"/> Brandy Johnson (Magellan)
	<input type="checkbox"/> Foley Nash (Magellan)
	<input checked="" type="checkbox"/> Joseph Shayka (Magellan)
	<input checked="" type="checkbox"/> Marlow DuPree (Provider)

Agenda Item/Topic	Discussion	Action	Responsible Party	Target Date
<b>I. Call to Order</b>	Michael Comeaux called the meeting to order at 2:08 pm	None	None	None
<b>II. Roll Call</b>	Members announced themselves.	None	None	None
<b>III. Approval of Minutes</b>	With 4 members were present, there was not a quorum, so approval of the April minutes was tabled until the May meeting.	Include approval of April minutes on May meeting agenda	Michael	June Meeting
<b>IV. Discussion of Quality Measures, Reporting Metrics and Tracking Form</b>	Michael advised that reports 6 and 7 were resubmitted by Magellan, and a resubmission of report 5 is expected soon. Report 7 was revised to clarify methodology, and will report only the 180 day period, as opposed to 90 and 180.  Michael advised that reports 3, 10 and 11 were revised and received, with updated graphs and improved format. He will provide these to members of the QAC prior to next meeting.	Send reports 3, 10, and 11 to QAC members  Send IMT reports to QAC members for “crosswalk” with QAC metrics	Michael  Michael	Prior to June meeting

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	<p>Michael shared that there is agreement with QAC, Magellan and the Education workgroup that the education-focused reports will remain the same until the workgroup clarifies measures. Ultimately, the goal is to have reporting consistent across quarters, for ease of trend tracking. Michael will keep the QAC updated.</p> <p>Michael shared that many of the QAC reports are very similar or the exact same as reports submitted to the Interagency Monitoring Team (IMT). Donna suggested the QAC review these reports and determine if there is a possibility of simply using the same report, rather than having totally separate reports on the same measures. Donna provided the reports to Michael for review, and he will send them QAC members to “crosswalk” with the 17 QAC metrics. According to Michael, it is up to the QAC to decide if the IMT report formats comply sufficiently for the QAC to get what it needs for reporting to State Governance Board (SGB).</p> <p>At this point, Magellan representatives were released from the meeting, in order for the QAC members to discuss By-Laws.</p>			
<p><b>V. Review of QA Committee By-Laws</b></p>	<p>Michael reviewed the 6 functions of the QAC, included in the SBG bylaws. There was a general lack of clarity and knowledge of the quality improvement strategy (QIS) which is referenced throughout the QAC functions. Connie agreed to have a discussion with Karen Stubbs to get a general understanding of the QIS so that she could update the QAC, to provide a bit better context.</p> <p>A question that arose out of the discussion was, “who is the entity(ies) with whom information is to be exchanged” – in reference to function 1.</p> <p>There was discussion about ensuring that 17 metrics directly address the 4 priority areas: school performance, out-of-home placement, member and provider satisfaction, and service utilization.</p>	<p>Meeting with Karen Stubbs re: QIS</p> <p>Add Bylaws to future meeting agenda</p>	<p>Connie</p> <p>Michael</p>	<p>June meeting</p> <p>?</p>

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	<p>It was agreed that further work and discussion of the Bylaws will happen once there is better clarity on the QIS.</p> <p>There was discussion that OJJ continues to work with Magellan to improve reporting expectations and reports.</p>			
<b>VI. Public Comment</b>	None	None	None	None
<b>VII. Adjournment</b>	Meeting was adjourned by Michael Comeaux	None	None	None

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**Michael Comeaux, Chair, CSoC QAC**

\_\_\_\_\_  
**Date**

APPROVED