

ADHS Paperwork Reduction Initiative Paperwork Reduction Committee Meeting

MEMBERS	Date/Time
Christy Dye, ADHS/DBHS Dara Stewart, ADHS/DBHS Maurice Miller, Executive Management Expert Roberta Howard, NAzCare Gary Brennan, New Leaf Bob Wilderman, Community Counseling Centers Heath Kilgore, Psy.D. (VO and Cenpatico) Noel Gonzales, Ph. D. (CPSA)	April 13, 2007 1:00 – 3:00pm

ITEM	DISCUSSION	FOLLOW-UP ITEMS	PERSON RESPONSIBLE
Welcome and Introductions	<ul style="list-style-type: none"> • Members introduced themselves and identified agency affiliations. • Member sign in sheet circulated for contact information. 	Due May 9th – Contact sheet for member distribution.	Dara Stewart, ADHS/DBHS
Review of proposed work plan and timelines	<ul style="list-style-type: none"> • Create list of forms and documents • Create list of contract deliverables • Develop survey to incorporate feedback from effected levels of behavioral health system • Walk throughs/shadowing of RBHAs and providers • Utilize information from other meetings/data collection points <ul style="list-style-type: none"> ○ NAMI “secret shopper” (QM) ○ Children’s provider visits (CPI) 	Due May 9 Due May 9 Due May 18 Due June/July As available	Assigned member(s) Assigned member(s) Maurice Miller Assigned members Outside agencies CSRs/family member employees Assigned members

	<ul style="list-style-type: none"> • Conduct interviews/focus groups • Create final report 	<p>Due June/July Due September 30</p>	All members
Discussed Methods to Carry Out	<ul style="list-style-type: none"> • Survey <ol style="list-style-type: none"> 1 Sent out through RBHAs, Providers, DBHS, and focus groups 2 Designed and compiled by DBHS • Walk thrus <ol style="list-style-type: none"> 1 “Elbow shadowing” – follow a client from door to state 2 Compare populations, regions, levels of care <ul style="list-style-type: none"> ▪ Rural v. urban ▪ Child v. adult ▪ Small RBHA v. large RBHA ▪ Crisis v. outpatient v. CSA ▪ SMI direct care 3 Develop interview and focus group schedule for July/August <ul style="list-style-type: none"> ▪ Interview several levels of system such as management groups, mid-level management, finance, QM, direct care (line staff and supervisors), and consumers and family employed by agencies ▪ Create focus groups of consumers and families, health plans, CPS • Incorporate QM findings of NAMI “secret shopper” results • Review documents from ADHS, RBHAs, Providers, CSA 	<p>Due May 18</p> <p>Due June/July</p>	Maurice Miller, Executive Management Expert All members
Review Assessment Group Process	<ul style="list-style-type: none"> • Paperwork Reduction will look at paperwork associated with the intake assessment process (non-clinical) 		All members
Discuss Group Process	<p>Incorporate work groups findings including documents used.</p> <ul style="list-style-type: none"> • Work Groups: <ol style="list-style-type: none"> 1. DBHS Groups <ul style="list-style-type: none"> Assessment Work Group JK, Functional Measures, Quality Management Arnold Quality Management Best Practices Committee Network Processes Administrative Review Practice Protocols MCE Studies Accreditation CSA Policy 		

