

**ADHS Paperwork Reduction Initiative
Paperwork Reduction Committee Meeting
August 10, 2007**

Members in attendance

Christy Dye, ADHS/DBHS
Maurice Miller, Executive Management Expert
Dara Stewart, ADHS/DBHS
Bob Wilderman, Community Counseling Center
Noel Gonzalez (by Telemed), CPSA

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. 		Dara Stewart
Update of current status	<ul style="list-style-type: none"> • Maurice went over themes of the RBHA interviews <ul style="list-style-type: none"> ○ Less process, more outcomes ○ Go electronic for all records, providers will need support <ul style="list-style-type: none"> ▪ EMR will cut out reports ▪ i.e. each level provides data to the next level; one level requests paper copies of what has already been provided ○ Much feedback on standardization of data/information ○ Interface with medical health systems i.e. DD, DES, AHCCCS ○ Cumbersome sharing of information for inter-RBHA transfers and credentialing 	Notes due 9.28.07	Maurice Miller Bob Wilderman

	<ul style="list-style-type: none"> ○ Brief enrollment system for BHRs like SA and GMH ○ Lists of examples of redundancies ex. Assessment, notices ○ RBHAs are suggesting that state agencies such as DES, DDD, DBHS, OBHL, Governor's office, need to be involved to make some changes 		
Admin Contractor	<ul style="list-style-type: none"> • Exploring two options • Currently negotiating with Center for Applied Behavioral Health Policy as a possible choice • Admin will be analyzing data 		Christy Dye
Shadowing and Walk Thru Schedule	<ul style="list-style-type: none"> • Committee members were assigned to specific providers: <ul style="list-style-type: none"> ○ Excel, CIA, POCN, Triple R (Maurice and Bob) ○ SBHS (Christy and Heath) ○ Cope, La Frontera, Magellan site (Dara and partner) ○ Terros (Christy and Dara) • Provide updated Walk Thru Schedule prior to Walk Thru/Shadowing including geographic locals 	<p>Due 9.28.07</p> <p>Due 8.17.2007</p>	<p>All Members</p> <p>Dara Stewart</p>
Focus Groups	<ul style="list-style-type: none"> • Exploring Southwest School as an option 	Due 9.28.07	
Placeholder add ons	<ul style="list-style-type: none"> • No new add ons at this time 		
Committee Timelines	<ul style="list-style-type: none"> • Timelines were extended for <ul style="list-style-type: none"> ○ Walk Thru/Shadowing <ul style="list-style-type: none"> ▪ Scheduling and assignments ▪ Data Collection ▪ Documenting and analyzing ○ Focus group <ul style="list-style-type: none"> ▪ Data collection ▪ Documenting and analyzing ○ Subcommittees <ul style="list-style-type: none"> ▪ DBHS Contract Deliverables ▪ Provider Manual forms and Intake paperwork ▪ RBHA Contract Deliverables ▪ Monitoring Processes ○ Report Production <ul style="list-style-type: none"> ▪ Final Report 	<p>Due 9.28.07</p> <p>Due 9.28.07</p> <p>Due 10.12.07</p> <p>Due 8.31.07</p> <p>Due 9.15.07</p> <p>Due 10.31.07</p> <p>Due 12.31.07</p>	<p>All Members</p> <p>All Members</p>
Next meeting	<ul style="list-style-type: none"> • Brief meeting to discuss the progress of the Walk Thrus • Review Committee timelines • Schedule next meeting 	Next meeting Sept 14th at the AZ Council for Human Service Providers	Dara Stewart

