

**ADHS Paperwork Reduction Initiative  
Paperwork Reduction Committee Meeting  
September 14, 2007**

**Members in attendance**

Dara Stewart, ADHS/DBHS  
 Bob Wilderman, Community Counseling Center  
 Heath Kilgore, SBHS  
 Gary Brennan, QCN  
 Noel Gonzalez (by Telemed), CPSA  
 Robert Cartier, WYGC  
 Roberta Howard, NAzCare

ITEM	DISCUSSION	FOLLOW-UP ITEMS	PERSON RESPONSIBLE
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>• Members introduced themselves and identified agency affiliations.</li> <li>• Member sign in sheet circulated.</li> </ul>		<b>Dara Stewart</b>
<b>Update of current status</b>	<ul style="list-style-type: none"> <li>• Dara reviewed Provider visit with COPE and planned interviews with La Frontera, TERROS and Pantano BH</li> <li>• Provider Walk thru themes discovered:               <ul style="list-style-type: none"> <li>○ Assessment is comprehensive but excessively long</li> <li>○ RBHA departments are not communicating, redundancy of info sent from agency to agency</li> <li>○ Summary of Needs and Assessment – repetitive for children’s system</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ Direct care staff (CM/CLs, therapists, etc.) do not feel safe when going into some situations in the community due to not having back up</li> <li>○ Hospital visit paperwork cumbersome</li> <li>○ Coordination between OBHL and DBHS</li> <li>○ Pain assessment tool seems useless</li> <li>○ Think globally</li> <li>○ Electronic records</li> <li>● Admin Contractor – Waiting for confirmation.</li> </ul>		<b>Christy Dye</b>
<b>Subcommittees</b>	<ul style="list-style-type: none"> <li>● Subcommittees to start next month</li> </ul>	<b>Due 10.1.07</b>	<b>All Members</b>
<b>Suggestions</b>	<ul style="list-style-type: none"> <li>● Electronic records <ul style="list-style-type: none"> <li>○ Feedback to Robert that DBHS is disconnected from the use of electronic medical records <ul style="list-style-type: none"> <li>▪ Is the state thinking in terms of electronic medical records?</li> <li>▪ Standardized data elements would be useful</li> </ul> </li> </ul> </li> <li>● Computerized HR files have been successful for NAzCare</li> <li>● PNO/RBHA are not able to read each others files</li> <li>● Some states are incentivizing the move to electronic records <ul style="list-style-type: none"> <li>○ Considerations: sustainability and out sourcing for maintenance</li> </ul> </li> <li>● Include MIS in Committee</li> <li>● Have IT person from Healthy Connections (Governor's office) involved <ul style="list-style-type: none"> <li>○ Suggested by each PR member and discussed at AZ Council Meeting</li> </ul> </li> </ul>		
<b>Placeholder add ons</b>	<ul style="list-style-type: none"> <li>● Coordination of agencies</li> <li>● Rural vs. Urban outreach</li> </ul>	<b>Due 9.28.07</b>	<b>Dara Stewart</b>
<b>Corrections</b>	<ul style="list-style-type: none"> <li>● Survey – Robert Cartier should be listed as a contact</li> </ul>	<b>Due 9.28.07</b>	<b>Dara Stewart</b>
<b>Next meeting</b>	<ul style="list-style-type: none"> <li>● Discuss Subcommittees</li> <li>● Discuss data analysis and report production</li> <li>● Schedule next meeting</li> </ul>	<b>Next meeting Oct 11 at the AZ Council for Human Service Providers</b>	<b>Dara Stewart</b>