



## Quality Committee Minutes

Tuesday, July 22, 2014 1:30 pm - ACH ERC 117

1. Distribution of Minutes
2. Serious Incident Reports – Workgroup Report
3. Open Discussion – Outcomes and Indicators for Region 3b

Facilitators: Gary Buff, Ph.D., LCPAA, COO and Patricia Correa, LPC-S, NCC, LCPAA, Director of Quality and Contracts

- Minutes from the last meeting were distributed and they are posted on the website, [www.oc-ok.org](http://www.oc-ok.org)
- Serious Incident Reports Workgroup Report – The Workgroup met on July 15<sup>th</sup>. It was recommended that each Network Provider would utilize their own Serious Incident Report and for Providers to ensure that their forms have all the elements required by OCOK. The elements that are required will be sent out to everyone. Network Providers will submit their reports to both OCOK ([seriousincidents@oc-ok.org](mailto:seriousincidents@oc-ok.org)) and to the DFPS Hotline (as appropriate). Any incident which would be reported to the Hotline/Licensing needs to be reported to OCOK as well. This will trigger appropriate OCOK actions. Committee members agreed with the recommendation.
- The Committee members reviewed what had been decided by the workgroup that was charged with streamlining the admissions paperwork for new placements. A new form was created that listed all paperwork that is needed to be completed at intake. This form will help by reducing the number of forms CPS workers are needed to sign and helps the Network Providers maintain a completed intake/admissions process. The form was approved by the State and their legal staff. The form can be found on our website under the Documents tab.
- Performance Measures – The University of Chicago and Colorado have identified what our baselines are for each of the PMET questions. Targets are still being negotiated by DFPS and OCOK. The target will be higher than the current baseline. Some data will be collected on a monthly basis and some is on a quarterly basis. The information will be broken down by Provider and distributed on a quarterly basis. We will be able to identify areas to improve as a Network. Once all the performance measures are negotiated Providers will be notified.

- The formation of a new Workgroup was talked about to begin discussing the next area for Network Improvement. One area mentioned was the referral process and creating a report showing numbers, problems, feedback, trends, and how that information could be dispersed. Dr. Buff will also look at other ideas that were mentioned previously by the Providers.

Next Committee Meeting will take place on Tuesday, August 26<sup>th</sup>, 1:30-3 pm - ACH ERC 104