



Consumer & Family Advisory Committee
ALAMANCE/CASWELL LOCAL MANAGEMENT ENTITY

Minutes Subject to Approval

**Minutes
June 1, 2010**

Present: Louis W., Vanessa J., Kathleen J., Mary H., William C., Corrina H., and Clara T.

Absent: Gloria M. (Prior Notification)
Ann S. (Prior Notification)
Kathy C. (Prior Notification)
Suzanne Thompson, CFAC Liaison

Guests: None

LME: Richard Bruton, LME System of Care Director
Carmen Morrow, LME Provider Relations/Recorder
Jodi Meacham, LME QM/PR Director

AGENDA ITEM	DISCUSSION/CONCLUSION	ACTION/NEXT STEPS	RESPONSIBLE PERSON	STATUS
<i>Item number and name</i>	<i>Detailed reflection of discussion and any conclusions from discussions. Include pertinent data wherever possible.</i>	<i>Any decisions, recommendations and/or next steps the committee approves.</i>		<i>Open or Closed</i>
1.0 Call To Order	Ms. Vanessa J. called meeting to order. This is a special called meeting of CFAC to approve policies & procedures that were presented to CFAC on Tuesday, May 25, 2010. Ms. Jennings reminded all CFAC members that traditionally CFAC has never met in July, due to Area Board takes the month off. Ms. Jennings expressed to CFAC members to make a decision to meet or not meet in July. Action: CFAC members voted to not meet in July.	N/A	N/A	Closed
2.0 Review & Approval of URAC Policies & Procedures	Chairman Jennings asked all CFAC members to discuss and approve Policies & Procedures. Each policy was presented in the following format:			Closed

AGENDA ITEM	DISCUSSION/CONCLUSION	ACTION/NEXT STEPS	RESPONSIBLE PERSON	STATUS
	<p><u>Alamance-Caswell LME Delegation Program Description 2010 –</u> This is a NEW program description. Question raised about paragraph #1 under Utilization & Service Management on pg. 2: “Generally, consumers who qualify to receive these services are indigent individuals who are not eligible for Medicaid.”</p> <p>CFAC member raised the question if individual is Indigent, why can’t they receive Medicaid? Discussion ensued regarding the criteria established for Medicaid. Who determines indigent? Ms. Meacham expressed generally was added because there are exceptions for why an individual may not have Medicaid – i.e., consumer may be hospitalized for a certain period of time and loses Medicaid, the lapse makes the individual indigent.</p> <p>Action: Motion made & seconded to approve Delegation Program Summary as written effective June 1, 2010.</p> <p><u>Regulatory Compliance Program Description</u> – No changes made to program description, but the addition of Core Committee members. Inter-Departmental staff has been identified to serve on committee.</p> <p>Question: Who is the Compliance Officer? Answer: Ms. Jandy Andrews, LME Finance Director has been identified as the Compliance Officer.</p> <p>Action: Motion made & seconded to approve program description as written effective June 1, 2010.</p> <p><u>AC LME Quality Management Program Description</u> – The only change made to this description was the change to the grid for % of targets met – the LME upped the percentages to set a higher standard.</p> <p>Action: Motion made & seconded to approve as written effective June 1, 2010.</p>			
UM.012	Accessibility of Review Services	Motion made & seconded to approve as written – June 1, 2010		
UM.014	Initial Clinical Review	This policy merges UM.015 & UM.016 that were retired at May CFAC Meeting.		
		Motion made & seconded to approve as written – June 1, 2010		
UM.017	Review Criteria Requirements	Motion made & seconded to approve as written –June 1, 2010		
UM.018	Initial Screening	Motion made & seconded to approve as written – effective June 1, 2010		
HR.008	Senior Clinical Staff Requirements & Responsibilities	CFAC members requested for Dr. Holding to attend a CFAC meeting whenever he is on site –		

AGENDA ITEM	DISCUSSION/CONCLUSION	ACTION/NEXT STEPS	RESPONSIBLE PERSON	STATUS
			Motion made & seconded to approve as written – June 1, 2010	
	QI.011	Policy & Procedure Maintenance, Review & Approval	Motion made & seconded to approve as written – effective June 1, 2010	
	QI.012	Inter-Departmental Coordination	Motion made & seconded to approve as written – effective June 1, 2010	
	QI.013	Review of Marketing and Sales Materials	Motion made & seconded to approve as written – effective June 1, 2010	
	<p>Ms. Meacham thanked CFAC members for “calling” a special meeting to go over Policies/Procedures. She informed them more policies will be presented at the June CFAC meeting. All policies/procedures will be mailed earlier for review to be able to discuss at the June 22, 2010 meeting.</p> <p>Action: CFAC members requested policies to be mailed earlier for review with a brief synopsis “cheat sheet” for each one.</p>			
3.0 Adjournment	Meeting adjourned. The next meeting will be held on Tuesday, June 22, 2010 at 6:30pm on 1st Floor in Boardroom.		N/A	Closed

Respectfully Submitted By:

 Carmen Morrow, Recorder
 Richard Bruton, Community Affairs & Consumer Relations*
 Staff to the Committee

Date _____

Approved By:

 Vanessa Jennings, Chair*
 Consumer & Family Advisory Committee

Date _____