

Accreditation Quality Improvement Process (AQIP)
Workgroup Meeting Minutes
June 12, 2007

ATTENDEES: Randy Johnson (teleconference), Kevin Besey, Jim Butler, Mary Kushion, Debra Tews, John Robertson, Barb McGregor (teleconference), Stephanie Simmons, Joann Clinchoc (teleconference), Hilary Kirk, Lynne Stauff, Becky Peterson, Tim McCullough, Marti Kay Sherry, Carol Austerberry, Steve Kuntz (teleconference).

MEETING CONVENED:

June 12, 2007 @ 9:30 a.m. at the Michigan Public Health Institute

- I. Welcome and Introductions (Mary Kushion)**
Chair Mary Kushion called the meeting to order and introductions were provided. Stephanie Simmons volunteered to be the meeting recorder.
- II. Review/Approval of Minutes (Mary Kushion)**
Minutes from the April 17, 2007 meeting were approved.
- III. Current Quality Improvement Issues**
 - A. The workgroup reviewed and discussed the Review Evaluation Quarterly Report, including the addition of a new graph format. Marti Kay Sherry offered to take a closer look at the data and the reporting format for future reports.
 - B. The Peer Observer Program Procedure was reviewed. Motion to approve the Peer Observer Procedures and Evaluation by Simmons/Kirk. Motion passed.
 - C. Rotation of Site Visits – D. Tews indicated that there was nothing new to report at this time in regards to changing the site visit schedule. It is important to note a survey of health officers has been conducted to determine the level of satisfaction with the current schedule and to identify scheduling issues. The survey results will serve as the catalyst for next steps.
 - D. Reviewer/Reviewee Criteria – J. Butler indicated work had not yet begun for this recommendation. There are significant Civil Service implications and Jean Chabut and her management staff are currently focused on budget related activities.
- IV. Multi-State Learning Collaborative CQI Presentation**
 - A. Collaborative Continuous Quality Improvement (CQI) Presentation by Lynne Stauff and Hilary Kirk.

- B. Discussion regarding next steps for AQIP in order to implement CQI practices as a workgroup. Suggestions included:
- 1) Successful changes in the Food Service accreditation process that were made by the Department of Agriculture and whether this process could be applicable to other programs.
 - 2) Evaluation of programs with numerous/frequently missed indicators, such as Family Planning, or most frequently missed indicator trends across programs for root cause analysis. It was noted that at least two programs, food service, and WIC have taken this approach.
 - 3) Analysis of the Review Evaluation data to determine what specific areas in the evaluation may need to be improved.
 - 4) Discussion regarding need to continue to collect data, since evaluation data currently has significant limitations. Also discussed further evaluation of current available data and what other data we may want/need, including validity and reliability of the process and tools.

AQIP members were asked to review the results of the first AQIP survey to determine if there are sections that may need follow-up/evaluation since the recommendations were implemented.

V. Other Business

Next meeting to be held September 4, 2007 at 9:30 a.m. at MPHI.