

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES
JOINT CONFERENCE SUB-COMMITTEE
MINUTES**

Monday, September 11, 2017

Board Members Present: Mike O'Brien, Dr. Steven Kulick, Chuck Wood

Staff Members Present: Jennifer Beyer, Crystal Boyd, Cindy Buchholz, Heidi Danko, Maureen Erb, Cliff Hoelt, Debra Lane, Sandy Masker, Lisa Riggle, Pat Russell, Dr. James Rutherford, Dr. Isha Salva, Joan Sternweis, Mary Lu Visauer

Excused Absence: Christine Howard, Luis Diaz, Will Emslie, Laura Kleber, Jeff Lewis, Antwayne Robertson

Chairperson Supervisor O'Brien called the meeting to order at 1:31 PM.

Minutes:

The June 5, 2017 minutes of the Joint Conference Committee meeting were reviewed and approved.

MOTION: Dr. Steven Kulick made a motion, second by Supervisor Wood to accept the minutes as published. All voted and the motion carried.

Announcements:

None

Hospital Services Update:

a. Emergency Preparedness

Bridget Gnadl provided an update on the new CMS Emergency Preparedness rule which impacts 17 types of facilities including our hospital. This rule will be fully implemented by November 15, 2017. There are four main components to the rule: 1) Program has to include a risk assessment and planning, 2) Compiling a centralized book, 3) Communications plan, and 4) A training and testing component. We have had an actual event to test our capabilities with a Countywide Network Outage, and we have a planned table top Shelter in Place exercise scheduled. Of note, the risk assessment identified top risks. They include: weather, water/sewage, and cyber-attack. An Emergency Preparedness Plan manual is being updated and reviewed.

MOTION: Supervisor Wood made a motion, second by Dr. Steven Kulick to accept the Hospital Services Report – Emergency Preparedness. All voted and the motion carried.

b. Update on EMR Go Live

Sandy Masker stated that the Mental Health Center Inpatient Unit went live with the EMR on July 10, 2017 with 74 forms. As well, staff complete another 50 forms on paper. One of the challenges noted was entering information via transcription

directly into the EMR. Any deficiencies have been addressed and we continue to monitor documents and the correction process. On October 31, 2017, Order Entry and Order Connect is scheduled to go live.

MOTION: Dr. Steven Kulick made a motion, second by Supervisor Wood to accept the Hospital Services Report – EMR Go Live. All voted and the motion carried.

Hospital Statistics:

a. Admissions, Discharges, Length of Stay, Average Census

Lisa Riggle provided an update on the Mental Health Center Statistics and reviewed a packet of information that was provided to the group. The packet was comprised of the Mental Health Center Admission Data, Adult Mental Health Institute Referrals, Mental Health Center Average Census, Mental Health Center Monthly Admissions, and the Mental Health Center – Actual vs. Budget 2013–2016.

MOTION: Supervisor Wood made a motion, second by Dr. Steven Kulick to accept the Hospital Statistics Report. All voted and the motion carried.

Utilization Review (UR)/Insurance Denials:

Crystal Boyd reported the statistics compiled by our Utilization Review staff member: in June, there were 37 cases with 274 days covered and 6 denials. In July, there were 32 cases with 168 days covered and 5 denials. In August, there were 37 cases with 256 days covered and 2 denials.

Jennifer Beyer provided an update on the insurance denials. She wanted to focus on the increase in paid claims and the decrease in denials by reviewing data from quarters one, two, and three through last week. She reviewed the information from quarter one and two and there was increase of 32% in paid claims. Between quarters one and two, the total number of denials decreased by 18%.

MOTION: Dr. Steven Kulick made a motion, second by Supervisor Wood to accept the Utilization Review Report. All voted and the motion carried.

Performance Improvement

Heidi Danko presented the information for Quality Assurance Performance Improvement (QAPI). The QAPI team performs a root cause analysis on indicators that repeatedly fall below threshold. They are currently looking at 30 day readmissions. This review includes working with BAS to obtain reports from the system for a root cause analysis. Heidi noted that they are reviewing options to vaccinate staff for the flu season in order to protect patients and staff.

MOTION: Dr. Steven Kulick made a motion, second by Supervisor Wood to accept the Performance Improvement Report. All voted and the motion carried

Medical and Psychological Staff:

James Rutherford, MD reported that they continue to renew privileges. James Rutherford, MD presented the following staff for hospital privileging renewals: James Rutherford, MD; Isha Salva, MD; Gobind Kang-Chahal, MD; and Shawn Johnson, PsyD. The renewal of hospital privileges is for a two-year term. All candidates for privileging were reviewed by the Credentialing Committee, and Medical and Psychological Committee.

MOTION: Supervisor Wood made a motion, second by Dr. Steven Kulick to approve hospital privileges. All voted and the motion carried.

Next meeting Agenda Items:

The next meeting will be on Monday, December 4, 2017. Agenda items for the next meeting include:

- Policy and Procedures will be brought forward regarding the EMR and Emergency Preparedness.

Adjournment:

The meeting adjourned at 2:03 p.m.

MOTION: Supervisor Wood made a motion, second by Dr. Steven Kulick to adjourn the meeting. All voted and the motion carried.

Respectfully submitted,
Maureen Erb, Recorder

Approved on 12/4/2017