



WCCMH Quarterly Provider Meeting Minutes
April 18, 2023
10:00 AM- 12:00 PM, Via Zoom/In-Person

Meeting Minutes: Delissa Weston

AGENDA ITEM	Presenter	Discussion Points
<p>I. State and Local Updates</p>	<ul style="list-style-type: none"> • Trish Cortes 	<ul style="list-style-type: none"> • In the House of Representatives, all behavioral health issues have been sent to the Health Policy Committee, which created a Behavioral Health Subcommittee to focus on Behavioral Health issues. • Senator Stabenow visited Washtenaw County. We shared information with her on our collaboration with the Sheriff's office and our data re: CCBHC (Certified Community Behavioral Health Clinics) • The crisis phonenumber received close to 10,000 calls a month, and the number of crisis respondents deploying people in the community increased by 25%. With that being said, the CCBHC program has allowed us to serve individuals that would have not previously qualified for mental health services.
<p>II. Medication Administration</p>	<ul style="list-style-type: none"> • Brandie Hagaman 	<ul style="list-style-type: none"> • In-person training is available for the Medication Administration class. The training will review the PowerPoint and other training materials. • The Medication Administration testing is required to be done in-person. There is no longer an online testing link. • The Medication refresher course is now required every 2 years, instead of annually. This requirement is retroactive to January 2023. • Please see attached document for more information.

<p>III. Medicaid Recertification</p>	<ul style="list-style-type: none"> Seth Dominique 	<ul style="list-style-type: none"> The Medicaid Re-certification process has begun. Please ensure that clients are up to date with their enrollment to prevent loss of coverage. The website and phone number for Medicaid Recertification are as follows: 844-799-9876, https://newmibridges.michigan.gov/ You may call CMH at 734-544-3050 for any additional help. Please see attached document for more information. If you have questions, please reach out to Seth Dominique: dominiques@washtenaw.org.
<p>IV. Something Positive</p>	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> Carla Dean from STEP said she is excited to work with CMH.
<p>V. Next Meeting</p>	<p>July 18, 2023, TBD, 10:00am–12:00pm</p>	<p>Future agenda items:</p> <ul style="list-style-type: none"> None suggested.

WCCMH Provider Medication training process- Updated April 14, 2023

New training and testing process starts April 18, 2023

- **Online Staff Medication training:** A self-guided power point presentation pre-recording for the staff for medication training will be located on the CMHPSM website for staff to view at their convenience. In preparation for the self-guided power point presentation, staff will need the medication management manual, MAR documents and Controlled Med Count Sheet.
- **In-person Staff Medication training:** There will be offerings of in person training that will review the PowerPoint and teach the materials. There is no testing at this training. Needed materials will be provided.
- **All testing will be in person** in a class format.
- The materials below are available on the website ([Training Resources | cmhpsm](#)) for staff to review prior to testing.
 - WCCMH Medication Administration Manual
 - Med training independent power point
 - Day 1 Practice MAR (Blank MAR)

In-person training

Registration for in-person training:

- If providers have staff that are planning to attend the training email: send name of staff, provider name and date of training to Brandie Hagaman- hagamanb@washtenaw.org or Lindsay Gibson- gisbonl@washtenaw.org

Training dates April 2023- August 2023

Date	Time	Location
5/19/2023	9:00 AM	LRC
6/7/2023	1:00 PM	LRC
6/23/2023	1:00 PM	LRC
7/5/2023	1:00 PM	LRC
7/21/2023	9:00 AM	LRC
8/2/2023	1:00 PM	LRC

Training Location and Information:

- Washtenaw County Learning Resource Center (LRC) : 4135 Washtenaw Ave, Ann Arbor, MI 48108. If location changes an email will be sent to participants and medication coordinator of that in-person testing session.
- Training will be staffed by WCCMH Staff and/or WCCMH contractual staff

Testing

- After staff either review the Self-guided power point slide show presentation or attend the in-person training, make sure they get registered for in-person testing.

Registration for testing:

- To sign staff up for testing Providers can send the name of staff, and provider name, testing date at least 3 days prior to the dates to register staff. Send this to Brandie Hagaman- hagamanb@washtenaw.org or Lindsay Gibson- gisbonl@washtenaw.org

Testing dates from April 2023-August 2023:

Test Date	Test Time	Location
5/3/2023	5:00 PM	Towner
5/9/2023	1:00 PM	LRC
5/17/2023	9:00 AM	Towner
5/25/2023	5:00 PM	LRC
6/7/2023	5:00 PM	LRC
6/13/2023	1:00 PM	LRC
6/21/2023	9:00 AM	Towner
6/29/2023	5:00 PM	LRC
7/5/2023	5:00 PM	LRC
7/11/2023	1:00 PM	LRC
7/19/2023	9:00 AM	LRC
7/27/2023	5:00 PM	LRC
8/2/2023	5:00 PM	LRC
8/8/2023	1:00 PM	LRC
8/16/2023	9:00 AM	LRC
8/24/2023	5:00 PM	LRC

Testing Location and Information:

- Washtenaw County Learning Resource Center (LRC) : 4135 Washtenaw Ave, Ann Arbor, MI 48108 or WCCMH: 555 Towner Street, Ypsilanti, MI 48198. The location is listed on the schedule. If location changes an email will be sent to participants and medication coordinator of that in-person testing session.
- Testing will be staffed by WCCMH Staff and/or WCCMH contractual staff
- WCCMH staff will be at the testing times 30 minutes PRIOR to the testing start time to answer any questions staff might have from the self-guided power point presentation.
- Staff tests will be graded at the in-person testing. Certificates will be generated there and handed out to staff if they pass.
- If staff do not pass, staff will have 2 more attempts (3 attempts total).

- If staff do not pass, it is encouraged for them to attend the in-person class date to get an overview of the material. Providers must re-register staff for the in person class and/or testing dates by emailing Brandie or Lindsay.
- Staff names, providers and testing dates will be tracked through WCCMH spreadsheet.
- Staff are required to pass medication training every two years. The 2 year certification is retro back to January 2023 and going forward.

Internal Process:

1. WCCMH staff will make sure the self-guided power point presentation remains current on the CMHPSM website.
2. WCCMH staff will add to the M-Drive excel sheet for each training and testing that lists participant names, provider, and class date plus the header for the columns.
3. For testing sessions: Nursing staff would indicate if staff passed or failed on the excel sheet.
4. Certificates will be handed out at the in-person testing if they passed.

Medicaid Recertification Information

With the Public Health Emergency coming to an end on March 31st, 2023, we will once again need to assist our clients with enrollment into assistance programs. The Washtenaw Health Initiative has put together a synopsis of what can be expected in the next few months and information on how to get your clients ready. You can access that information here: [Public Health Emergency unwinds. What to expect and how to prepare for the change. – Washtenaw Health Initiative.](#)

Within CMH we will be sending lists of individuals that need address updates or are coming up for recertification to their staff. I will be acting as a point person for information and as a liaison with MDHHS. If your clients are having issues with recertification, please feel free to reach out to me. Information on your clients status can be accessed by going to [MI Bridges \(michigan.gov\)](#) or calling 888-642-7434.

Some of the things your clients might need in order to recertify:

- Their family's most recent tax return (Form 1040)
- Their most recent pay stubs with your gross wages, or a letter from your employer on company letterhead with your gross wages
- Proof of any other form of income (self-employment, rental, alimony, etc.)
- Names and birthdates of all members in your house
- Social Security numbers of all members in your house
- Info on other health insurance they may have
- U.S. citizenship or immigration status