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| Community Mental Health Partnership of Southeast Michigan/PIHP | <i>Policy Peer Review</i> |
| Department: Regional Compliance Committee | Local Policy Number (if used) |
| Implementation Date 12/31/2021 | Regional Approval Date 12/17/2021 |

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| Reviewed by: | Recommendation Date: |
| ROC | 10/04/2021 |
| CMH Board: | Approval Date: |
| Lenawee | 11/17/2021 |
| Livingston | 11/30/2021 |
| Monroe | 11/17/2021 |
| Washtenaw | 12/17/2021 |

I. PURPOSE

This policy is to define peer review functions as it relates to practice of care of the Community Mental Health Partnership of the Southeast Michigan (CMHPSM).

II. REVISION HISTORY

| DATE | MODIFICATION |
|-------------|--|
| 2014 | Revised to reflect the new regional entity effective January 1, 2014 |
| 06/21/2017 | Due for review |
| 12/17/2021 | Due for review |

III. APPLICATION

This policy applies to all staff, students, volunteers and contractual organizations within the provider network of the Community Mental Health Partnership of Southeast Michigan (CMHPSM).

IV. POLICY

The CMHPSM will identify and correct processes or variations in care/services that may lead toward undesirable or unanticipated events affecting consumers/individuals served or consumer/individual served care. Peer review will be utilized in order to establish evaluation mechanisms for clinical care and service delivery that identify opportunities for improving care.

V. DEFINITIONS

Adverse Event: Events that do not qualify as Sentinel Events but are serious and could identify process improvements. During the process of reviewing an event, the director/designee will determine if an event is an adverse event when it does not qualify as a Sentinel Event.

Clinical Supervision/Case Conferences: Team meetings and/or regular meetings held by clinical service staff where consumer/individual served care and clinical planning takes place, including peer/supervisor suggestions are given to assist in treatment.

CMHPSM Incident Report: Written reports of unusual incidents related to consumer/individual served care that disrupts or adversely affects the course of treatment or care of an individual consumer/individual served or the program caring for others.

Community Mental Health Partnership of Southeast Michigan (CMHPSM): The Regional Entity that serves as the PIHP for Lenawee, Livingston, Monroe and Washtenaw for mental health, developmental disabilities, and substance use disorder services.

Community Mental Health Services Program (CMHSP): A program operated under chapter 2 of the Mental Health Code as a county community mental health agency, a community mental health authority, or a community mental health organization.

Peer: Any physician/psychiatrist, social worker, psychologist, nurse, nurse practitioner and/or other clinical professionals who meet basic qualifications with clinical experience and training to provide an evaluation of a specific significant issue or general case or process review. The peer(s) involved in the review shall have the same license/credentials as the person or persons involved in the event or service process.

Peer Review: A process in which mental health/substance use disorder professionals evaluate the clinical competence and quality and appropriateness of care/services provided to consumers/individuals served. The review may focus on an individual event or aggregate data and information on clinical practices. These processes are confidential in accordance with section 748(9) of the Mental Health Code Act 258 of 1974.

Performance Improvement: A systematic way of addressing improvement opportunities that involve the use of soft (facilitation techniques, problem solving processes) and hard (data analysis, statistical tests) skills to understand, recommend and implement change.

Regional and Internal Clinical Review Process: A process with identified and trained staff that performs case reviews of the consumer/individual served PCP and the clinical services being delivered.

Regional Entity: The entity established under section 204b of the Michigan Mental Health Code to provide specialty services and supports for people with mental health, developmental disabilities, and substance use disorder needs.

Root Cause Analysis: A process for identifying the basic or causal factors that underlies variation in performance, including the occurrence, or possible occurrence, of a sentinel event.

Sentinel Event: an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase 'or risk thereof' includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome, i.e if the event had continued or were to recur, the individual would risk death or major permanent loss of function.

Utilization Review: Analysis of the patterns of service authorization decisions and service usage in order to determine the means for increasing the value of services provided (minimize cost and maximize effectiveness/appropriateness).

VI. STANDARDS

- A. The CMHPSM declares that the following business functions and analysis are all defined as Peer Review Functions:
1. Sentinel or Adverse Event Reports/Root Cause Analysis
 2. CMHPSM Incident Reports and Data
 3. Critical Event Data
 4. Regional and Internal Clinical Reviews
 5. Internal Ethics Consultation
 6. Case Conferencing and Clinical Supervision or Team Meetings
 7. Utilization Review
- B. In accordance to the Michigan Mental Health Code 330.1143a, the Administrative Rules R 330.7046, Public Health Code Act 368 of 1978 Section 333.20175 & 333.21515, all records and information obtained during Peer Review Functions are confidential and shall be used only for the purpose of reviewing the quality and appropriateness of care for improved practices. All documents created during and as a result of the Peer Review Functions shall not be public record or available through the Freedom of Information Act (FOIA) and are not subject to court subpoena.
- C. Reports or Forms completed as a part of a peer review process shall be kept as peer review documents and shall not be kept as a part of a consumer/individual served clinical record. A summary of the incident (reported on the form/report) shall be included in the consumer/individual's clinical record for any consumer/individual served involved in accordance with the requirements of the Administrative Rules 330.7046.
- D. Incident report information shall be maintained in a database and reports kept separate from the clinical record.
- E. Peer Review Process analysis of events or clinical practices shall be based, as appropriate, on objective evidence drawn from relevant scientific literature, clinical practice guidelines, departmental historical experience and expectations, peer department experience and standards, and/or national standards.
- F. Risk Management and Corporate Counsel shall be consulted as needed during any peer review function.
- G. Peer Review Functions/Processes shall adhere to all laws and policies including the reporting of any disciplinary action taken by an agency/organization against a health professional licensed or registered in the state that adversely affects the licensee's or registrant's clinical privileges for a period of more than 15 days. "Adversely affects" means the reduction, restriction, suspension revocation, denial or failure to review the clinical privileges of a licensee or registrant.

VII. EXHIBITS

None

VIII. REFERENCES

| Reference: | Check if applies: | Standard Numbers: |
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| Michigan Mental Health Code Act 258 of 1974 | X | 330.1143a |
| Administrative Rules | X | R 330.7046 |
| Michigan Compliance Laws- Public Health Act 368 of 1978 | X | 333.20175 & 333.21515 |
| The Joint Commission | X | Sentinel Events, Performance Improvement |
| MDHHS Medicaid Contract | X | Health and Safety 2.7 |
| Division of Adult Foster Care Licensing: Adult Foster Care Small Group Homes | X | R 400.14311 |
| CMHPSM Critical Incident, Sentinel Event and Risk Event Policy | X | |

IX. PROCEDURES

None