HOME HEALTHCARE ADVISORY COMMITTEE  
MEETING MINUTES 
TUESDAY JANUARY 25, 2011 
JO DAVIESS COUNTY HEALTH DEPARTMENT 
CONFERENCE ROOM  

Board members attending: Evie Fleege, Dr. Matthew Gullone, Melody Campbell, Janet Werner, Jim Hess and Morris Bartot  
Absent: Irene Logemann and Linda Nobis  
Staff present: Peg Murphy, Marcia Christ, and Allison Gillies  

I  APPROVAL OF MINUTES  
Melody Campbell made a motion to accept the minutes from the meeting on November 16, 2010, Evie Fleege seconded, motion carried.  

II  NEW BUSINESS  

TERMS FOR COMMITTEE MEMBERS: All terms are up to date at this time.  

ANNUAL ELECTION OF OFFICERS:  
Election of officers:  
President: Jim Hess  
Vice President: Janet Werner  
Secretary: Melody Campbell  
Evie Fleege made a motion to accept nominations; all in favor.  

ANNUAL AGENCY REVIEW  

VISIT FREQUENCY/ YEAR END REPORT: Morris Bartot commented on how pleased he was with the year end totals.  

MONTHLY BUDGET PRINTOUT YEAR END: Peg Murphy complimented Marcia Christ on how close she had predicted the FY2010 budget totals.  

CLINICAL RECORD REVIEWS: Peg Murphy explained that patient records are reviewed quarterly. Records are audited two times a year by internal staff and twice a year by outside professionals. A Quality Assurance staff member will also review the charts once a month. Overall, the audit reports showed a positive outcome.  

CAHPS-PATIENT EVALUATION RESULTS: Marcia explained that Medicare has mandated that agencies contract with Medicare approved Vendors to follow-up and report on patient’s evaluations of the services they received. Marcia also explained that Medicare will no longer allow us to distribute our own agency surveys to patients following their discharge. Dr. Gullone asked if there was a place on the evaluation for comments in order to determine why percentages may fluctuate. Marcia explained there is no place for patient comments on the required CAHPS evaluation forms.
STAFF IN-SERVICES: No comments or concerns.

COMMITTEE MEMBERS ANNUAL AGENCY REVIEW EVALUATION: Marcia asked that the committee members each complete an agency annual evaluation form and return it to her. The findings will be distribute and discussed at the next meeting.

POLICY AND PROCEDURE UPDATE: Marcia handed out a list of HHC policy and procedures that had been reviewed and updated if needed.

MC BEE, ASSOCIATES REVENUE RECOVERY: McBee is contracted as an outside company to look for additional Medicare revenue or adjustments on claims that have already been paid. McBee found an additional $2200, 27% of the additional revenue is paid to them.

COMPLETED CLINICAL WORKSTATIONS: Everyone was invited after the meeting to go down to Home Health Care department to look at the nurse’s new workstations that had been completed.

STAFF RECOGNITION: Katie Edmonds, CNA; was nominated by HHC staff and recognized for her outstanding performance in providing excellence in client care, and was featured in a recent issue of Home Health Aide Digest, the first and only national publication devoted solely to these important health care workers. Katie has been employed with Jo Daviess County Home Health Care for 10 years.

MEDICAL ASSOCIATES HEALTH PLANS PREFERRED PROVIDER: Home Health Care has been accepted to be a provider for Medical Associates HMO. Marcia explained that she had completed the credentialing process and hoped to receive their contract soon.

JO DAVIESS COUNTY HEALTH DEPARTMENT QUARTERLY REPORT: Reviewed by members, no comments or concerns.

OTHER ITEMS: There were no other items discussed.

III SCHEDULE OF NEXT MEETING

Tuesday-May 24, 2011 at 6:30 P.M.

V ADJOURNMENT:

Adjournment was made by Dr Gullone to adjourn the meeting, and seconded by Melody Campbell.

Minutes submitted by Chris Ludescher

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Committee Secretary