

Hospital Licensing Reform Steering Committee
 January 8, 2007
 Maine Hospital Association Conference Room

Minutes

Present: Annette Adams, Lynn Gagnon, Jerry Cayer, Mary Finnegan, Denise Gay, Sue Boisvert, Sharon King, Maureen Parkin, Sandra Parker, Denise Osgood, Catherine Valcourt; Larry Ullian, Maureen Booth, Eileen Griffin (Muskie School staff)

Absent: Laird Covey, Linda Abernathy, Lynne Gagnon, Cindy Juchnik, Ruth Lyons, Laura Benson, Sally Lewin, Catherine Cobb, Beth Dodge, Sally Lewin; Sue Ebersten (Muskie School staff)

Item	Discussion	Decision/Action	Who's Responsible	Date Due
Welcome and Introductions <i>Denise Osgood</i>	Denise welcomed members to the third meeting of the Steering Committee. As follow up to the previous meeting, Denise provided background data and information about complaints and professional development resources. She also noted that Dennis Schubert from the Maine Quality Forum would be attending the April 2 Steering Committee meeting to address the role of the Maine Quality Forum as it relates to hospital quality. At the May 7 meeting, Denise has invited a representative from the Joint Commission to talk about the Joint Commission survey process.	NA	NA	NA
Review December 18 Meeting Minutes <i>Larry Ullian</i>	Steering Committee members reviewed the meeting minutes from the December 18 meeting, noting that the minutes incorrectly identified Sharon King as absent from that meeting.	Revise December 18 meeting minutes	Muskie School staff	February 5
Develop Draft Work Plan for Communications <i>Larry Ullian</i>	Larry invited Steering Committee members to identify what needed to happen in order to achieve <i>Objective 4: Develop a communications strategy among the Department, hospitals, and consumers.</i> The Steering Committee identified a series of ideas for this objective. See ATTACHMENT A.		Muskie School	February 5
Review Draft Work Plan	Maureen explained that the revised work plan reordered the work plans produced at the last meeting, to identify what steps had to occur before other steps. Steering Committee members reviewed and requested a number of changes in order to make the work plan easier to understand and relate back to the original work plan. Steering Committee members agreed that the most important areas for focus	Revise draft work plan	Muskie School staff	February 5

Item	Discussion	Decision/Action	Who's Responsible	Date Due
	<p>in the near term include:</p> <ul style="list-style-type: none"> • Defining the regulatory role • Defining the regulatory framework • Developing a strategy for using data • Aligning state standards with federal, Joint Commission and other standards • Developing a survey methodology 			
Implementation Decisions	<p>The Steering Committee agreed that members should make a 2-year commitment to the reform process. When a change in membership is necessary, members agreed to take responsibility for educating their replacement. The Steering Committee will decide how to replace members on a case-by-case basis, when it does not work for a hospital to name a replacement member from within the hospital.</p> <p>At the 2-year mark, members would reassess their ongoing role, in light of the work remaining. It was agreed that the Steering Committee should not duplicate the role of the Licensing Review Board.</p> <p>For each major topic area, the Steering Committee agreed that it would hear discussion as a large group; decide whether to charge a small group with developing recommendations for that topic; and decide membership and provide direction to the small group for the small group when needed.</p> <p>Denise said that she would work with the Muskie School to work out a timetable for the next six months of meetings and have that timetable sent out in advance of the next meeting.</p>	Develop schedule for next six meetings	Denise Osgood, Muskie School staff	January 29
Next Meeting	<p>The next meeting is FEBRUARY 5, 2007.</p> <p>At the next meeting the Steering Committee will focus on defining the regulatory role and regulatory framework.</p>	NA	NA	NA
Evaluation of Process	<p>Larry invited members to provide feedback on the meeting process. Members responded that they could be better prepared to participate in meeting discussions if they had meeting materials in advance of the meeting.</p>	Provide meeting materials in advance of meetings	DHHS Muskie School staff	Ongoing

ATTACHMENT A

Work Plan for Communications: Brainstorming Session, January 8, 2007

- Conduct a gap analysis to identify what electronic tools are available for dissemination and what are needed
- Determine what information stakeholders (e.g., hospitals, surveyors, consumers) want
- Decide what constitutes timely information for each type of information
- Develop a set of Frequently Asked Questions for the website
- Explore how other states have constructed their websites: consumer section? Provider section? Bulletin board for discussion?
- Link to regulations when referenced in site
- Figure out structure for communicating with the Hospital Licensing Review Board
- Develop web-based interpretative guidelines
- Provide hospitals with timely notification of changes in federal regulations with interpretation of what they mean, when they go into effect.
- Make sure notifications go to the correct person within the hospital
- Supplement electronic communications with in-person presentations to hospitals
- The website should post Steering Committee meeting minutes; DHHS should identify guidelines for what gets posted on their website; consult with Steering Committee to define website content.