

**Hospital Licensing Reform Steering Committee
November 13, 2006
Maine Hospital Association Conference Room**

Minutes

Present:

Absent:

Item	Discussion	Decision/Action	Who's Responsible	Date Due
Welcome and Introductions - Cathy Cobb	This is the 1 st meeting of the steering committee for hospital licensing reform. It builds on the licensing recommendations made by the Administrative Processes Oversight Committee [APOC] and the work of the Licensing Work Group that held focus groups with DHHS surveyors and hospital staff, and prepared a report for the Maine Hospital Licensing Review Board.			
Background, Purpose, and Charge of the Committee - Denise Osgood	<p>The Steering Committee will:</p> <ul style="list-style-type: none"> • Build on the work and recommendations already developed in previous efforts to identify what reform is needed. • Develop a work plan with specific timelines and outcomes to guide reform activities. • Make recommendations in guidance of the design and implementation of licensure reform. • Prepare a communications strategy to ensure stakeholder involvement in all phases of this initiative. 			
Create Reform Agenda- Sue Ebersten	<p>The group refined the draft action statements, to include the following:</p> <ul style="list-style-type: none"> • Peer Review protections • Self-assessment tool coordinated w/JCAHO • Complaint process is reviewed and recommendations made that: <ol style="list-style-type: none"> 1. build on agencies internal complaint findings 2. separate incidents and complaints 3. standardize minimum information from hospitals 4. use outcomes to focus and target survey processes. <p>The group prioritized the draft action statements.</p>	<p>-Update 'draft action statements' that include results of today's discussion.</p> <p>-Compile results.</p>	<p>Sue Ebersten</p> <p>Sue Ebersten</p>	<p>Sue will complete both tasks a few days before the 12/18/06 meeting.</p>

Action Planning – Sue Ebersten	Because of time, the group decided to develop work plans at the Dec 18 th meeting.	-make this an agenda item	Sue Ebersten	12/18/06 meeting
Check-In – Sue Ebersten	Participants' evaluation of the meeting process was positive.			
Future Meeting dates	<ul style="list-style-type: none"> ▪ December 18, 2006, Monday, at the MHA. 1 – 4 pm ▪ January 8, 2007, Monday, at 41 Anthony Ave, Augusta [The new DLRS office] 1-4 pm ▪ February 5, 2007, Monday, at 41 Anthony Ave. 1 – 4 pm ▪ March 5, 2007, Monday, at 41 Anthony Ave. 1 – 4 pm ▪ April 2, 2007, Monday, at 41 Anthony Ave. 1 – 4 pm ▪ May 7, 2007, Monday, at 41 Anthony Ave. 1 – 4 pm ▪ June 4, 2007, Monday, at 41 Anthony Ave. 1 – 4 pm ▪ July 2, 2007, Monday, at 41 Anthony Ave. 1 – 4 pm ▪ August 6, 2007, Monday, at 41 Anthony Ave. 1 – 4 pm ▪ [Holiday on 1st Monday.] Choose another date. ▪ October 1, 2007, Monday, at 41 Anthony Ave. 1 – 4 pm ▪ November 5, 2007, Monday, at 41 Anthony Ave. 1 – 4 pm 	Sent Notices to participants	Sue Ebersten	Before each meeting.