



Department for Aging
and Disability Services

Operational Policy and Procedures

Policy: Preparation for KDADS Quality Committee	
Commission: Community Services and Programs	Policy Number: BHS/BG 407
Contact: Community Services and Programs Commissioner	
Status: Approved	Date Approved: 07/07/14
Date Reviewed/Revised:	Effective Date: 07/07/14
Division: Behavioral Health Services / SUD	Page 1 of 3

POLICY: Federal Regulations administered by the Substance Abuse and Mental Health Services Administration agency (SAMHSA) within the U.S. Department of Health and Human Services (HHS) requires the Kansas Department of Aging and Disability Services (KDADS/BHS) to complete Independent Peer Review (45 CFR 96.136) for the purpose of continuous quality and appropriateness of substance use disorder treatment services. The Quality Committee will assume the role of independent peer review to meet this regulation.

PURPOSE: To assure that all necessary arrangements and document preparation have been completed in a consistent process prior to and at the beginning of the quarterly Quality Committee (QC) meeting.

PROCEDURE:

A. Responsibilities for Quality Committee Chair or designee

1. The Chair or designee will oversee the process that confirms who will be attending and that a quorum (51% or >) is expected.
2. The Chair or designee will oversee that meeting site arrangements are confirmed and assure that all required audio-visual arrangements have been made.
3. The Chair or designee will review the committee agenda; the previous meeting's minutes and other documents as needed to assure these documents are distributed to the attendees prior to the meeting.
4. The Chair will assure that all electronic documents necessary for the meeting are available for the meeting.
5. If copies of medical records are needed for any committee review, they will be "sterilized" meaning all client identifiers will be removed before distribution. All copies of medical records will be collected from committee members prior to the meeting adjournment.
6. As committee members, the Chair or designee will instruct committee members to sign-in and/or acknowledge attendance during a verbal roll call. Verbal acknowledgement will be noted on the committee attendance log (BHS/BG 407-Attachment A).



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7. The Chair will assure that all guests have signed a confidentiality statement (BG405- Attachment B) before the meeting begins and that their attendance is documented in the meeting minutes. (Can be signed once)
 8. The Chair will assure that meeting dates are scheduled in advance with the committee members.
- B. Timely distribution of all necessary materials to members at least seven (7) days prior to the date of the meeting.
1. The Chair will be responsible for all document distribution.
 2. The agenda will be prepared by the Chair.
 3. The Chair will assure that all topic items are on the agenda including:
 - a. Items requiring follow-up as documented from previous meeting.
 - b. All Aggregate Analysis Reports to be reviewed and
 - c. All other topics/documents that are to be discussed at the meeting.
 4. The Chair will distribute or oversee that the agenda and minutes of the previous meeting are sent electronically to all members of the Committee.
 5. In the event a member does not have e-mail, the Chair will send the meeting documents by mail and confirm by phone that the member has received it.
- C. Preparation of Aggregate Analysis (AA) Reports.
1. The Chair will check the Report Tracking Calendar monthly to ascertain which reports are due to be monitored and presented to the QC.
 2. The KDADS/BHS Administrative Assistant will assure that the reports have been received by KDADS/BHS from the Administrative Service Organization and have been forwarded into the KDADS/BHS folders for the review process.



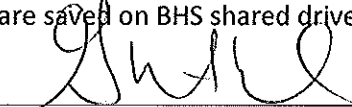
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3. The Chair and/or other BHS staff will review all monthly, quarterly, semiannual, and annual data reports for accuracy and timeliness as they are received and notify the Administrative Service Organization for any areas of concern that may arise between SQC meetings.
4. The Chair and/or other BHS staff will create the (AA) Report Form draft (BHS/BG 405- Attachment C) for those reports requiring an AA.
5. The draft AA reports are reviewed and edited as appropriate by the Behavioral Health Services Quality Manager and/or BHS staff before presentation to the committee.
6. The Behavioral Health Services Quality Manager and/or other BHS staff will present the draft of each AA report to the (QC) at the quarterly meetings.
7. The Behavioral Health Services Quality Manager and/or Designee will document the Committee's recommendations/input on each final AA report and makes appropriate edits.
8. The final version of the AA reports will be reviewed by the Clinical Services Coordinator.
9. The final version of the AA reports are:
 - a. Electronically sent to the QC in pdf format,
 - b. PDF copies are saved on BHS shared drive.

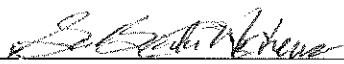
Approved by:



Behavioral Health Director



Community Services and Programs



KDADS Legal Counsel

7/4/14
Date

7/4/14
Date

07/07/14
Date