

# TC Quality Management Committee Meeting Minutes

Thursday, June 29<sup>th</sup>, 2023

11 AM - 12 PM

Teams Meeting

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**Meeting Facilitators**

Kaitlin Lopez and Kaitlyn Malec

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## Meeting Attendees:

Kaitlyn R. Malec, AA	Deven Stepney, PC Staff	Anayensi Almaraz, CAN	Dani Cameron, JPS
Kaitlin M. Lopez, AA	Community Liaison	Courtney Sherman, CAN	Bryan Orr, PMC
Jonathan Ford, AA	Kristine Nukala, AHF	Nadia Winston, CAN	Tilena Connor, PMC
Lonnetta N. Wilson, AA	Will Mitchell, AOC	Demi McDowell, CAN	Carla Storey, SAM
Jasmone Brown, SAFW			

## MEETING AGENDA

### Welcome and Introductions

- Kaitlin Lopez welcomed everyone
- Everyone made quick introductions.
- Icebreaker Activity

### Fishbone Diagram

- Kaitlyn Malec went over the basics of a Fishbone Diagram
  - Kaitlyn Malec discussed the benefits of constructing a Fishbone diagram to assess the causes of a problem.
  - Kaitlyn Malec identified the steps in constructing a Fishbone diagram.
  - Kaitlyn Malec discussed how to successfully use a Fishbone diagram to identify and address causes.
  - The committee worked together to create a Fishbone diagram.

### Medication Updates

- Kaitlin Lopez shared the information that we received from the state regarding new updates to the dosage of some of the medication in the formulary
- List of medications that were updated effective April 1, 2023:

Name Brand (Generic)	Strength/form	Maximum quantity/ number of days	Indications
Amlodipine	5 mg	90 tablets/90 days	Hypertension
Atorvastatin	10 mg, 20 mg, 40 mg	90 tablets/90 days	Statin
Hydrochlorothiazide (HCTZ)	25 mg	100 tablets/100 days	Hypertension
Lisinopril	5 mg, 10 mg, 20 mg	100 tablets/100 days	Hypertension
Metformin HCL	500 mg	200 tablets/100 days	Diabetes
Metoprolol Tartrate	50 mg, 100 mg	200 tablets/100 days	Hypertension
Trazadone	100 mg	200 tablets/100 days	Psychiatric
Duloxetine	30 mg	90 tablets/90 days	Psychiatric
Gabapentin	300 mg, 600 mg	400 tablets/100 days	Psychiatric
Sertraline	25 mg, 50 mg, 100 mg	100 tablets/100 days	Psychiatric

### CQM Plans, QIPs, and Performance Measures

- Kaitlin Lopez went over our current system of care clinical performance measures
- Kaitlin Lopez discussed the importance of each agency reviewing their performance measures
- Kaitlin Lopez asked that each agency share their status on their quality improvement projects
- Kaitlin Lopez reminded everyone that we will be meeting with each agency 1:1 to go over their progress on their quality improvement projects
- Kaitlin Lopez reminded everyone that the organization and the updated telehealth assessments were going to be sent out soon

### IHI Licensing

- Kaitlyn Malec reminded everyone about the availability of free IHI licenses that the AA was providing.
- Kaitlyn Malec mentioned that the IHI Open License offers a large library of webinars, PDFs, and videos that could be helpful for clinical staff
- Kaitlyn Malec encouraged all subrecipient staff who would like to use IHI Open School as a resource to reach out to her.

**Life QI Licensing**

- Kaitlyn Malec reminded everyone that the AA offers limited Life QI licensing
- Kaitlyn Malec talked about how Life QI is a simple but valuable resource that can be used during quality improvement projects, and an easy way to record PDSAs, Drive Diagrams, Charts, and more.

**Technical Assistance**

- Kailin Lopez opened up the floor for any technical assistance request. No one on the committee had any technical assistance needs.

**Meeting Adjourned at 11:51 AM**