

Date of Meeting:	October 9, 2008
Time:	5:00 – 6:00
Location:	Conference Call 1 866-206-0240 participant code is 964327#
Type of Meeting:	Status
Attended:	John Prior; Eileene Chappelle; Rebecca Johansson; Leslie Raneri; Barbara Sewell;

Agenda Item #	Agenda	Action	
		by	Duration

1.	Welcome & Introductions	Rebecca	5 min
2.	Minutes of Meeting Not available and not reviewed. John will check with Pam about who took the minutes from last meeting and ask to have them distributed and posted.	John	5 min
3.	Review Agenda	John	5 min
4.	Access to Data Any updates. There is a digital library set up by the National Evaluation Team. The CQIT is supposed to have access to ICN. You can pull up data by topic. See reports and webinars. Feedback on Denver. EC has information from other sites.	Eileene	5 min

<p>5.</p>	<p>CQI Plan</p> <p>5.1 Draft of Plan: Pam and John are behind on the draft. CQIT heard about John's work to correlate national evaluation and SOH's data. However, the information is hasn't been put into a context with the program. John plans to meet with Janis and Pam about this. Need to investigate the ones that are falling in the lower quartiles.</p> <p>5.2 Additional indicators. EC especially mentioned we need to have indicators on timeliness of services as we have some challenges in that area. She'd also like to see an indicator about hospital days and time of incarceration days, or any type of out of home placement. (Keep children in the home/community as it ties to cost and our logic model.) Also access to services. Intake status / referral status. Why services are declined. Wrap team level of participation. May get some of this next month. Also, looking at how care is individualized for the family to connect to the logic model goals under practice/support and organization level. For example, if they are receiving therapy and where and how often. What indicators could be used and possible use of wrap reports to track individualized care.</p> <p>5.3 CQIT discussed cost indicators and it's not clear what data should be examined and where they would come from.</p> <p>5.4 General discussion on increasing in sample size and quality of data. CQIT discussed an approach from other phase five sites that offer wraparound only after the family is stable. Could be considered beneficial to getting more families that are eligible to participate in evaluation. It was noted that there could be a need for a more clear definition of what constitutes a crisis so we can pinpoint an indicator. Also, significant to track families defined as in crisis since system change work team is discussing partnering with MHMRA's Respite program for intensive crisis management for youth and families and if effective to build capacity in the community.</p> <p>5.5 Feedback on the second records review. Saw improvement. Files are much better organized, documents in good order. Areas of improvement include initial discovery and crisis plans and wrap around plans. Participant agreements were being used, no concerns about staff executing them. Three recommendations from last review was on case documentation; staff training on procedures in reference to EVOLV and focus on service delivery. These three stay in place for next quarter. There's a wide variation in cycle time when records for initial discovery and wraparound plan are complete.</p>	<p>All</p>	<p>20 min</p>
<p>6.</p>	<p>Grievance Policy and Status of any filings or incidents</p> <p>An incorrect version of the revised form was mailed to CQIT members. The CQIT reviewed revisions to the Participation Agreement and checked on the status of implementation and training of staff on the revisions. The authorization for service and authorization to participate in evaluation are now part of the form, but on separate pages. Need further explanation from Pam. Steve Schnee raised a question about the signature to decline-do we have a way to gather reasons why they decline to participate? John will ask Pam about how we can get and track these data. Perhaps it is treated as a closed case with comments listed in the database. There have been no filings or incidents.</p>	<p>John</p>	<p>15 min</p>
<p>7.</p>	<p>Logic Model Team Update (if any)</p>	<p>Pam & Raquel</p>	<p>5 min</p>
<p>8.</p>	<p>Action Planning</p> <p>8.1 Pam will ensure the grievance policy is included in the SP&P.</p> <p>8.2 John will get a CQI Plan example. Barbara Sewell will also tap into her contacts.</p> <p>8.3 Team would like to see a sample report on wrap team participation that come out of EVOLV. Will issue before next meeting. Also, ask SOH to demo what is tracked in EVOLV and potential reports that could be generate.</p> <p>8.4 John Prior will issue the correct document.</p> <p>8.5 John will ask Pam about how we can get and track data on why families decline SOH.</p> <p>8.6 CQIT would like feedback on whether the grievance policy is included in the SP&P.</p>	<p>Pam John</p>	<p>5 min</p>

9.	Next meeting: November 06, 2008; 4:00 – 6:00; YSC Room TBD	John	5 min
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