

Subcommittee Report

Meeting Minutes

Subcommittee Name: QI Committee

Meeting Date: July 23, 2012

Members Present:

Holly Wald, HPW

Karen Edwards, AHCI

Marian Jankowski, BCBH

Marianne LaSalle, BCRC

Mary Larzelere, HPW

Melissa Feragotti, CIFST

Stephanie Santoro, AHCI

Zachary Karazsia, HPW

Agenda items discussed

Topic/Issue	Discussion	Resolution/Action Item
Review of minutes	<ul style="list-style-type: none"> Holly reviewed the minutes from the previous meeting 	<ul style="list-style-type: none"> Minutes were approved
Discussion of committee meeting dates	<ul style="list-style-type: none"> Holly proposed changing the QI committee meetings from quarterly to bimonthly (preferably on opposite months of the partner's meetings) 	<ul style="list-style-type: none"> New committee meeting dates were approved¹ Next meeting is scheduled for September 24th at 10:00am, Location: BCBH
CCISC Form & Dissemination Process	<ul style="list-style-type: none"> Dissemination options <ol style="list-style-type: none"> Adobe fill-in form Online survey (survey monkey) Will be disseminated to agency representatives of specified programs Melissa Feragotti's assistant should be able to provide a list of providers Discussion centered on adding a glossary/explanation of terms dropdown box which explains the terminology for the respondents. (Ex: Do you utilize integrated screening? For example...) Will be annually administered 	<ul style="list-style-type: none"> Require a list of providers and contact persons (Tammy from CFST should be able to provide the list of providers and we can cross-check this list with the steering committee in determining the full list) <u>Deadlines:</u> <ol style="list-style-type: none"> August 1st: Comments are due September 1st: Dissemination of survey September 15th: Return date
Update on Enrollment and Reassessment figures	<ul style="list-style-type: none"> Target is 100/year Discussion on what else can be done to increase the participation of consumers in the program <p>(see below)</p> <ol style="list-style-type: none"> Providing gift cards at every 	<ul style="list-style-type: none"> Begin incentives for staff members this quarter Seek to adjust the IRB to reflect the change in providing gift cards at each interval of (re)assessment

¹ New QI Committee meetings are scheduled for September 24th, 2012; November 26th, 2012; January 28th, 2013; March 25th, 2012; May 27th, 2012; and July 22nd, 2012

	<p>interval including enrollment</p> <p>2. Provide incentives for staff members to enroll consumers e.g. pizza party, refreshments etc... based on provider agency reaching target numbers per quarter</p>	
Affiliation Agreement	<ul style="list-style-type: none"> • Discussion of the Affiliation Agreement and possible corrections to quorum numbers from 5 to 11 members 	<ul style="list-style-type: none"> • Change Affiliation Agreement from “...no less than six...” to “...no less than five...” for the Composition section, numbers 1, 2 (on page 2) • Kim Hall will be the official collector of minutes in the binder with other documentation • Affiliation Agreement was approved based on the corrected changes being made from above
Committee Member Profiles	<ul style="list-style-type: none"> • Discussion of how to accurately capture member identification e.g. as a consumer, family-member, both, or provider • Discussion of having Zachary Karaszia attend committee meetings to collect this data, emphasize the confidentiality of the information, and encourage the respondents to recognize that the data is only being collected for the purpose of determining committee representation 	<ul style="list-style-type: none"> • Zachary Karaszia will contact committee chairs for a list of members and dates of meetings • Zachary Karaszia will attend committee meetings to record member profiles
NOMS & ROSI Data Update	<ul style="list-style-type: none"> • Reviewed the following data summary sheets <ol style="list-style-type: none"> 1. NOMS Baseline data 2. NOMS 6-Month data 3. NOMS Baseline & 6-Month data comparison 4. ROSI Baseline & 6-Month data comparison 	<ul style="list-style-type: none"> • N/A
Consumer Focus Group Summary Results	<ul style="list-style-type: none"> • Holly discussed the positive response from consumers in having a chance to participate in a focus group with HPW • Holly recommends quarterly consumer focus groups 	<ul style="list-style-type: none"> • Melissa Feragotti would like to be kept informed of this process as we go forward • Consumer focus groups will be carried quarterly