

ACCR Quality Improvement Committee Meeting Minutes

Friday, September 9th, 2011

Co-Chair(s):	James Kindler	Victoria Livingstone		
Note Taker:	Chair			
Attendees:	Sarah Goldstein	Traci Cain	Bridget McNamee	Meg Park
	Wendy Drapcho	Victoria Livingstone	James Kindler	Deb Duch
	Barb Irvin			

ANNOUNCEMENTS

- Steering Committee meeting update included announcements and updates regarding terms of office for co-chairs.
- The 10th Anniversary ACCR Banquet & Awards Ceremony is 11/12/11
- Milestone will host first fundraising walk to benefit the basic needs fund.
- Message Carriers has an upcoming walk for recovery.
- SPA updates included reports of the new SPA Awareness training for service recipients. Wellness training is also scheduled to begin for both service recipients and SC and therapeutic staff to incorporate wellness dimensions into the full range of services. Discussion is underway with one SCU to be a pilot. Stephen has requested wellness toolkits for this training.

Agenda Item: Wellness Toolkit Project

1. Toolkit introduction

Committee Spokes Person: Traci Cain, Bridget McNamee and Victoria Livingstone

Committee Goal Being Addressed: wellness toolkit introduction

Discussion: The team reviewed the introduction and table of contents. After much discussion, changes were suggested and language and reading grade level will be changed. Numerous changes were also recommended for the table of contents.

Action Item	Person Responsible	Target Date
Modify the introduction with language improvements and review of changes for language level	Bridget McNamee	October 7 th , 2011
Update Table of contents	Victoria Livingstone	

Agenda Item: Wellness Toolkit Project

2. Toolkit Criteria

Committee Spokes Person: Meg Park

Committee Goal Being Addressed: wellness toolkit distribution

Discussion: The team reviewed the issue of criteria for toolkit receipt. There were many suggestions. The team agreed on 3 criteria; recipient must have support person, a utilization plan and commitment must be received and a limit must be understood. Further details regarding support person (staff and/or peer support or also family in place of staff support?), the plan and commitment (from executive or other staff or person making wellness commitment?) and limit (number of toolkits requested?) will be reviewed.

Action Item	Person Responsible	Target Date

Create a draft letter of invitation including criteria	Victoria Livingstone	October 7 th , 2011
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Agenda Item: Wellness Toolkit Project

3. Compile Toolkits

Committee Spokes Person: James Kindler

Committee Goal Being Addressed: Finalizing plans for toolkit assembly

Discussion: The pedometers were received today. The Hope and Change booklet have been ready with the stickers for the evaluation at the HSB. Plans to get them to AHCI today were postponed. The team agreed to compile the toolkits at the next scheduled meeting at the AHCI office with the understanding that this will take more than the scheduled timeframe. James will provide parking passes and lunch will also be provided.

Action Item	Person Responsible	Target Date
Transport boxes of Hope and Change booklet to AHCI	Meg Park and James Kindler	October 7 th , 2011
Final introduction and table of contents must be printed	Victoria Livingstone	October 7 th , 2011
Define plan for postage on post survey document; review item and follow up with bid process (2)	James Kindler, Traci Cain	October 7 th , 2011
Obtain parking passes and lunch	James and ACCR	On October 7 th , 2011

Agenda Item: Guidelines for Recovery Oriented Behavioral Health Systems

Committee Spokes Person: Victoria Livingstone

Committee Goal Being Addressed: Update Guidelines

Discussion: Victoria informed the team of the request to complete update of guidelines for use in the upcoming ACCR 10th anniversary publication. The team discussed possible strategies for updating the document prior to November. Three sections assigned for revision were provided today. The team discussed at length the issue of quick revision. They voted to consider another alternative of incorporating information in the publication for the 10th anniversary which will be distributed throughout PA., regarding the guidelines but not the actual version of the guidelines. Meg provided excerpts, as requested, of tables from *A Practical Guide to Recovery-Oriented Practice*, Larry Davidson, et al., to review. The team agreed to begin reviewing the current proposed changes to the guideline via e-mail.

Action Item	Person Responsible	Target Date
Consult with Wes regarding voted option	Meg Park	October 7 th , 2011
Compile current proposed changes into one document for dissemination to the team	Victoria Livingstone	Prior to October 7 th , 2011

NEXT MEETING

Date: Friday October 7th

Location: ACHE Office

Time: 9:30am to 1pm