

# ACCR Committee Minutes Form

Date: 7/13/07

Name of Committee: **Quality Management**

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Co-Chair(s): **Wes Sowers, Diann Ferrick (on leave)**

Note taker: **WES**

Attendees: **Wes Sowers, Victoria Livingstone, Verna Johnson, Sarah Goldstein, Craig Dorin, Shannon Falcone, Chelsea Quattrone**

## Minutes

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Agenda Item: **Focus Groups for Service Planning Document**

Committee Goal Being Addressed: **Obtain Additional Input on Document**

Discussion:

1. **Additional Focus Groups- we did not discuss this at this meeting since those involved in arranging additional meetings were not present.**

Persons responsible: **Thom, Wendy, Harold, Meg**

Target Date: **8/15/07**

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Agenda Item: **Universal Service Plan Development**

Goal Being Addressed: **Uniform Person Centered and Directed Planning Processes**

Discussion:

**During the last meeting we reviewed work to date and discussed how to use the plans that several Committee members brought in for review. Several elements of the planning process had been identified and the bulk of the discussion was related to the issue of domains and whether they should be included, and how they would be used. We eventually reached a consensus that the use of domains would be of value in the organization of plans, but we agreed that the exact number and content of these domains would be deferred until a full outline of elements is completed.**

**We continued the discussion in this meeting to identify additional elements of the service plan that ought to be part of the Universal format. The elements that were identified are as follows:**

- **Demographic Information**
- **Narrative Description of Situation**
- **Overall Goal/Vision/Expectation of Participant**
- **Strengths and Abilities**
- **Domains or Areas of Focus**
- **Specific long term goals for each active domain**
- **Short term or “transition” goal for each active domain (what would allow graduation to less intensive services?)**
- **Applicable strengths for the domain**
- **Identified “change” issues (things the person would like to change)**
- **Objective/outcome/desire for each identified change issue (quantifiable)**
- **Indicators/measures for each Objective (quantified)**
- **Intervention/method for achieving each Objective**
- **Persons responsible for assisting**

**There was some discussion about how WRAP plans should be reflected as part of the Service plan. It could be attached as an adjunct to the plan or each element of it could be woven into the domain in which it fits most appropriately. While there was no conclusion on this, the weaving approach seemed to have the most favor.**

**Everyone agreed that the process should be simple and that there should be a single point of accountability.**

**Action: Members will review all the plans prior to the next meeting and compare their various elements so that we can discuss additions to the above outline.**

**Person Responsible: All**

**Target Date: 8/15/07**

**The next meeting of the Quality Committee will be on August 17<sup>th</sup> at 12:00 PM at Community Care, in the Board room.**