

ACCR Committee Minutes Form

Date: 8/17/07

Name of Committee: Quality Management

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

Note taker: WES

Attendees: Wes Sowers, Victoria Livingstone, Ellie Medved, Sarah Goldstein, Craig Dorin, Meg Park, Wendy Drapcho, [Am I missing someone?](#)

Minutes

Agenda Item: Focus Groups for Service Planning Document

Committee Goal Being Addressed: Obtain Additional Input on Document

Discussion:

1. Additional Focus Groups- Meg reported on an additional group that she completed at People's Oakland. The comments were generally supportive, there was again some concern about language. Some additional input was obtained from FSWP as well. Sorry to be a little spotty on the details here.

Persons responsible: All

Target Date: 10/15/07

Agenda Item: Universal Service Plan Development

Goal Being Addressed: Uniform Person Centered and Directed Planning Processes

Discussion:

This meeting we reviewed work to date and discussed how to proceed from this point. We reached a consensus that the next step would be to work toward the development of the format we would like to use and some elaboration of certain elements of the plan, such as the domains which would be used.

The elements that have been 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 further discussion about how WRAP or other personal recovery plans should be incorporated into 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 Items:

- **Determine Terminology to be used**
- **Scope of Demographic Information and Narrative**
- **Determine Domains**
- **Determine Use of Menus and Prompts in addition to “own” language**
- **Layout of Plan**
- **Electronic v. Paper Versions.**

These items will be discussed at the next meeting. Providers and Consumers are encouraged to review compatibility with the process that their respective agencies use.

The next meeting of the Quality Committee will be on August 14th at 12:00 PM at Community Care.