

ACCR Committee Minutes Form

Date: 12/7/07

Name of Committee: **Quality Management**

Co-Chair(s): **Wes Sowers, Meg Park**

Note taker: **WES**

Attendees: **Wes Sowers, Victoria Livingstone, Ellie Medved, Sarah Goldstein, Craig Dorin, Meg Park, Harold Hartger, Bill Boyce, Shannon Falcone, Sandra Kougut, Steve Christian Michaels, Joane Hannah, Keith Soloman**

Minutes

Agenda Item: **Children's Initiative for Unified Service Planning Documents**
Committee Goal Being Addressed: **Obtain Additional Input on our process**

Discussion: **We spent some time recapping our activities for new members then**

1. **Keith and Joane from the County System of Care initiative and CYF gave a summary of their efforts to create a unified treatment plan for kids. They have been working on this for some time, but there seems to be some money and some momentum right now to make this happen. They have focused on creating an electronic system and have started with the assessment process. We discussed sharing information and creating a system that would integrate the transition from child to adult services. There was much enthusiasm about this possibility. We will share information on activities thus far, and make efforts to have representation on both work groups.**

Persons responsible: **Keith and Joane, Wes**

Target Date: **1/15/08**

Agenda Item: **Revision of Service Planning Principles**

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

Discussion: **Meg reviewed the inputs on her work groups initial recommendations for revisions. We discussed each principle and made further suggestions. The principles were also reviewed by the Child and Family Committee. The work group will re-convene and make recommendations to the group re: the final language for these principles. We will also review the**

explanation for each of the principles and elaborate as appropriate to include issues relevant to children and/or other special populations.

Person Responsible: Meg

Target Date: 1/17/08

**Agenda Item: Universal Service Plan Development
Goal Being Addressed: Uniform Person Centered and Directed Planning Processes**

Discussion: The work to date is included as a reference, but was not discussed at this meeting. The Domains being used by the Children's project will be reviewed prior to our next meeting.

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**

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 January 4th at 12:00 PM at Community Care.