

# ACCR Committee Minutes Form

Date: 1/4/08

Name of Committee: **Quality Management**

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

Note taker: **WES**

Attendees: **Wes Sowers, Sarah Goldstein (phone), Meg Park, Harold Hartger, Bill Boyce, Shannon Falcone, Wendy Drapcho, Alicia Chandler, Robert Moore, Sidney Williams.**

## Minutes

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

Discussion: **YANSA and CALOCUS Dimensions were distributed and will be reviewed prior to the next meeting.**

Persons responsible: **All**

Target Date: **2/1/08**

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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 group's most recent recommendations for revisions. We discussed each principle and made some changes in number nine, but otherwise agreed that we had reached the basis objective with the understanding that the document can always evolve if further issues arise. The simplified principles will also be reviewed by the Child and Family Committee. The next step will be to 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: **2/1/08**

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Agenda Item: **Universal Service Plan Development**

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

**Discussion:** We focused in this meeting on terminology and what we ought to call each element of the plan.

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.**

**#1 Terminology:** Wes will mail out some descriptions for discussion next time.

**Person Responsible:** WES

**Target Date:** 2/1/08

The next meeting of the Quality Committee will be on February 1st at 12:00 PM at Community Care.