

UWIN Work Group Minutes

Work Group: Grant Oversight and Evaluation

Meeting Date: April 25, 2002

Facilitator: Cathy Chambless

Minute Recorder: Tamara Keene

Attendees: Kathy Daley, Matt Knotts, Cathy Chambless, Hank Liese, Nonie Lancaster, Mandee Bucklee, Catherine Carter, Janne Boon, Tina Edlund, Lynne MacLeod, Rich Roberts, and George Julnes

Next Meeting Date and Location

TBA

Action Item Updates from Past Meetings

| <i>Action Item</i> | <i>Status</i> | <i>Who</i> |
|--|--|------------------|
| Get fact sheet summaries of each workgroup and intervention. | Collecting data and reports to go over with the Executive Board | All |
| Get a Co-facilitator for the WI workgroup | Drew Hyde has accepted | |
| Come up with a format for Executive Board Meeting | Help Exe Board to come together and agree that system change will happen and then discuss strategies for making that happen. | Staff to prepare |

Discussions for Future Meetings

Outcomes from the Executive Board meeting.

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Executive Board Meeting and Preparation

Commonalities across work groups

- 1- Common Data
- 2- Common Standards
- 3- Developing a statewide intervention system—collaboration and cooperative agreements
- 4- Continued funding
- 5- Outreach and training
- 6- Coordination of efforts across agencies
 - a. Staffing builds from this
 - b. Creating new dedicated positions and support, models, new job descriptions
 - i. BPA&O, PAS workers, Administrative liaison
 - c. Agencies work with employers
- 7- Sharing of information
 - a. Knowing what each group is “in the know”
 - b. Members to non-members
 - c. State to national levels
 - d. Project to board
 - e. All information pathways should work in both directions.

Evolving a process

- 1- Allows any “system” to change and be revised
 - a. CIQ process (continuing quality improvement)
 - b. Reevaluate the needs of a current system and determine appropriate actions

How each commonality affects each group

- 1- Common data
 - a. BPA&O / computer statewide system of data
 - i. Access a web based data system
 - a. Programmers and Administration
 - b. Compare services across disability and population
 - c. Common disability coding/ common informed consent process
 - d. Evaluation of system mechanics

Topic and Summary of Discussion

- a. Medicaid Work Incentives
 - i. Agencies agree on a common set of indicators
 - ii. Consensus that these are important measures
 - iii. One agency is responsible to collect/report information
 - a. PABSS
 - i. Track people across agencies
 - ii. Are issues resolved
 - iii. Favorable outcome
 - iv. Same informed consent
 - a. Ticket to Work
 - a. Who will get “Ticket”?
 - i. What other services do they use?
 - ii. How do they enter the program?
- 2- Standards
- a. CQI process—globally
 - i. People with disabilities need to receive accurate / adequate information about going to work
 - b. Workers who deliver services meet certain minimum levels of competency
 - i. Accreditation
 - c. Monitoring process—evaluation
 - i. Peer monitoring
 - ii. Government level
- 3- Main point
- a. Worker level
 - i. Training
 - ii. Accreditation
 - b. Program Level
 - i. Supported with agency
 - c. System Standard
 - i. Infrastructure of supports

Action Steps

| <i>Action Item</i> | <i>Responsible</i> | <i>Target Date</i> |
|---|-----------------------|--------------------|
| Formalize a process for evaluating participation with the workgroups: In terms of effectiveness | Lynne Hank | Discuss in May |
| Finalize preparation for Executive Meeting on May 2, 2002 | Rich Bill Cathy | May 2, 2002 |

Recommendations for GOE Group