

UWIN Work Group Minutes

Work Group: Grant Oversight and Evaluation Workgroup ("BLUE")

Meeting Date: November 19, 2001

Facilitator: Cathy Chambless

Minute Recorder: Tamara Keene

Attendees: Catherine Carter, Nonie Lancaster, Alison Lozano, Don Uchida, Cathy Chambless, Kathy Daley, Hank Liese, Lynne MacLeod, Rich Roberts, George Julnes, Bill Young, Judith Holt, and Karla Aguirre (rep for Mike Richardson).

Next Meeting Date and Location

December 19, 2001 Cannon Building 288 N 1460 W room #125 (Salt Lake location)
 1:00pm – 4:00pm KSAR Studios room #321 (Logan location)

Action Item Updates from Past Meetings

<i>Action Item</i>	<i>Status</i>	<i>Who</i>
Finding and inviting those who are "missing" from group.	In progress	All group facilitators

Discussions for Future Meetings

Topic and Summary of Discussion

Minute form use and completeness

Get away from using acronyms. Consider using a legend or other descriptions in notes so all audiences can follow topics.

At beginning of meeting go through last meetings action items and get an up date.

Use assigned colors for work groups. Grant Outreach and Evaluation (GO) = Blue; Outreach and Training (OT) = green; Work Incentives (WI) = pink; Employment Supports (ES) = yellow.

Understanding PAR (Participatory Action Research) in each workgroup

We need to make sure that everyone has an understanding of PAR

All workgroups need to maintain Voice of Consumers / Evaluators / Agencies

- Even when groups may choose to break into smaller groups to focus on a specific issue.

- “consumers” means individuals with disabilities

PAR does not mean you go into it with a blank slate

- There needs to be some parameters so each group can function and build on project expectations.

- Provide a jumping off point where things begin

Teach groups how to give feedback (encourage it)

Facilitators need to understand what interventions that their specific workgroup is dealing with.

Too much time is spent educating new members

- GOE needs to provide groups with parameters and interventions concerning system change and project goals.

- One easy to understand form or handout

- Workgroups need to share input from individuals on what they want to happen as this system change takes place

- This could apply to what an agency wants to see, what a professional (i.e. physician) wants to see, and what a consumer who accesses the systems that will be affected by the system change wants.

Better descriptions of each workgroup’s purpose to be included in workbook

Dedicate ½ hour to orienting new members

- In particular on the workings of PAR

Need agency representatives to understand that their voice needs to be consistent at these workgroup meetings so they can assist and guide how this cross-agency system change will affect them

Members need to understand why they are there

- More than likely each person’s motives and goals will be different, which is yet another reason that all voices need to be represented.

Topic and Summary of Discussion

Work group Updates

Outreach and Training Work Group

During the process of building a training/outreach matrix it will be important to make sure consumers / staff / evaluators are present so that everyone has a voice and can be built to meet everyone's needs. Can identify awareness, knowledge or skill level needed.

This group crosses over with the other work groups and it is important to discover how exactly this interaction can be the most beneficial. Need to have a process or a standard for information dissemination.

- a. Quality control over brochures and agency handouts
- b. Using PAR methods
- c. All voices are heard and address the contents of various publications

Work Incentives Work Group

Grant Oversight and Evaluation need to have better documentation and consistency from this group so they are able to "take stock" and "document progress" according to the PAR model.

Size of group makes some of the specific subjects difficult to get through in a two to three hour period.

- Posed the idea of having smaller groups for specific tasks then join back up with larger group.
 - Rich said it would be acceptable if all of the "voices" were still represented and not left out.
 - Need a good ratio of participants.

Employment Supports Work Group

Needs more consistency from members, in particular from agencies.

In order to put together consent forms, it is mandatory to get a legal perspective from each of the involved agencies.

- Ideas for Statewide Agency Database
- Data collection for the Universities

Topic and Summary of Discussion

What are possible supports for the work groups? (Ideas and comments)

Meeting minutes need to be done within 2 days after meeting.

After meeting facilitators have a de-briefing with the person taking minutes to ensure quality and content.

--Have a facilitator approve final minutes before sending them out

Have all meeting agendas reviewed by a member of the GOE (**G**rant **O**versight and **E**valuation) workgroup prior to meetings.

Facilitators need to create a balance between personal examples and system change issues during group discussions.

Incorporate Outreach and Training work group into the other two groups so that their job becomes more defined.

--This group has to build off of other existing groups as far as what information and training should be directed

Make sure that each member and group as a whole has an understanding that this project is a "System Change" and not just a grant that has specific, timeline, goals.

--a creation and implementation process

Each work group should discuss norms for their group. Focus on systems issues, not personal issues. Personal experiences, however, can inform the group about systems issues.

Celebrate successes! Process is doing what it's supposed to: self correction.

Data & Informed Consent Forms

2 issues:

Are we going to ask people to sign informed consent?

--Is it possible to have different levels of consent for different needs?

--Evaluators get info without identifying information

--Can we put consent issue into the correct wording to get the best response?

The manner in which it is presented to the consumer is the key

Are we going to have a statewide data collection system?

--Do we want this information to be linked between agencies?

--HIPPA (Health Information Patient Protection Act?) makes data sharing ideas very difficult

Need to have meeting with attorneys representing involved agencies. Carol Lear, USOE, Rex Olson, DOH, and others representing DSPD, MH, SSA, DWS. Bill will draft plan of attack.

Action Steps

<i>Action Item</i>	<i>Responsible</i>	<i>Target Date</i>
Pull Facilitators together and to problem solve. Arrange additional training for work group situations and how to maintain functional meetings. Talk with Work Incentive facilitators about GOE group expectations.	Cathy Chambless Bill Young Hank Liese	December 19, 2001
Send Facilitators emails and phone numbers to Hank	Tamara	November 20, 2001
All GOE members try and attend as many work group meetings as possible.	All	When possible
Have some representation from the Outreach and Training workgroup at the other workgroups meetings.	Outreach/Training members	When meetings are scheduled
Get current agency pamphlets and brochures to Hank and other Evaluators to review for quality control	Bill	December 19, 2001
Draft a plan (strategy) for a meeting of all interested agency administrators and legal counsel to get legal definitions of data sharing to understand what we can do with the informed consent issue	Bill	December 20, 2001

Recommendations for Executive Board