

UWIN Work Group Minutes

Work Group: Outreach and Training Workgroup

Meeting Date: January 29, 2002

Facilitator: Alison Lozano and Nonie Lancaster

Minute Recorder: Tamara Keene

Attendees: Diane Brown, Mandee Buckley, Nonie Lancaster, Nedra Taylor, Esther Medina, Corliss Neuber, Matt Knotts, John Westling, Sharon Yearsley, Hank Liese, Alison Lozano, Maree Webb, Rich Roberts, Van Lund, John Harbert

Next Meeting Date and Location

Next group meeting To Be Announced

Action Item Updates from Past Meetings

<i>Action Item</i>	<i>Status</i>	<i>Who</i>
Create a UWIN informational brochure	Sub-group was very effective in coming up with content, now the brochure will be designed.	Nonie Mandee

Discussions for Future Meetings

Sub-groups will report progress to the larger Outreach and Training work group.

- 1- Matrix and information dissemination sub-group
- 2- Organization input on curriculum and training issues
- 3- Process for quality review (across agency brochures and such).

Topic and Summary of Discussion

Where are we going?

- 1- There is a need to work in smaller groups to accomplish more directed activities
 - a. Similar to how the Brochure Group was organized.
- 2- Larger workgroup would meet less often based on what the smaller groups are doing and accomplishing.
- 3- Work will become more focused
- 4- Groups will be task oriented and somewhat time limited.
- 5- Sub-groups will be made up of all Outreach and Training workgroup participants.
- 6- Small groups will also be PAR (participatory action research) based

What are the feelings concerning sub-groups

- Those on the Brochure Sub-group felt like more progress was made with fewer participants.
- Phone conferencing worked well for those who lived at a distance or had time constraints.
- It is easier and more comfortable to participate in a smaller group.

What Sub-groups do we need?

- 1- A group to aid Judith with training curriculum
 - a. Need agency input on curriculum
 - b. Advisory panel
 - c. Training that is currently used
- 2- A group to follow up with the information matrix and determine the best audience for targeted dissemination
- 3- A group who will determine a quality review process.
 - a. Maintain information integrity across agencies

Sharing is vital to bringing the whole group together

Sub-groups will bring what they've done and problems they've run into back to the original, larger group to keep everyone in the loop and at the same time move the group forward.

Grant Objectives and creating a purpose

- 1- Determine deliverable and deadlines
- 2- Review grant for mandatory objectives

Action Steps

<i>Action Item</i>	<i>Responsible</i>	<i>Target Date</i>
<p>Training Sub-group</p> <p><u>Purpose</u></p> <p>To assist and organize input on curriculum and training issues that will aid Judith Holt create training manual that will assist state agencies to consistently offer services.</p> <p><u>Role of Sub-group members</u></p> <p>Relate how training is currently being done? Who is doing the training? Who will be trained? What does the training consist of?</p> <p>Tap sources that have already done similar things, (e.g., Linda Asa and the Medicaid Work Incentives program.)</p> <p>Define outline with Judith before March</p>	Hank Liese Cathy Chambless Mande Buckley Stacey Cummings Kim Mikley Sharon Yearsley Jon Westling Nedra Taylor Becky Taylor Judith Holt Kevin Winn	First Meeting February 13, 2002 (Time and Location TBA)
<p>Matrix Creation and Information Dissemination Planning Sub-group</p> <p><u>Purpose</u></p> <p>Determine amount of knowledge and information different agencies and participants will need to operate and access systems.</p>	John Harbert Linda Asa Corliss Neuber Maree Webb Diane Brown Hank Liese Nonie Lancaster Mande Buckley	Mid-March (TBA)
<p>Define a Process for quality review Sub-group</p>	To be assigned	Mid-March (TBA)