



## QI/QA COMMITTEE ONE COMMUNITY PARTNERSHIP

Minutes

April 17, 2007

**Present:** Ray Kelly, Linda Ross , Norin Dollard, David Duresky, Sue Zimmer

**Staff:** Silvia McShan, Susan Marshall

AGENDA ITEM	DISCUSSION	ACTION
<b>Item # 1</b> Welcome and Introductions	Members were welcomed and Introductions were made.	Minutes were approved.
<b>Item # 2</b> Update Mission Statement	<ul style="list-style-type: none"> <li>❖ The mission Statement:               <ul style="list-style-type: none"> <li>○ Continually monitor and evaluate data to assess and improve the care and services provided through the System of Care in Broward County</li> </ul> </li> <li>❖ Quality Improvement Plan               <ul style="list-style-type: none"> <li>○ Last update July of 2005</li> </ul> </li> </ul>	The members have shifted the focus from the dashboards to focusing on the National & Local evaluations. Dashboards will be reviewed quarterly. The Quality Improvement Plan will be revised and updated. Linda put together a tentative schedule for the workgroup for 2007. She also prepared a draft of the mission with the goals broken down into two categories - short term & long term that the members revised and approved.
<b>Notes:</b>		<b>Follow Up:</b>

<p><b>Item #3</b> Review OCP's data collection process</p>	<ul style="list-style-type: none"> <li>❖ National Evaluation: Linda gave a brief summary about the National Evaluation. FMHI has been doing the National Evaluation since 2004 and will continue for the next year and a half. There are 19 different instruments used. The families are referred by Henderson's case managers. Descriptive data is collected to see who is receiving services and the outcome measures are evaluated to see how things change over time.</li> <li>❖ System of Care Practice Review (SOCPR): The SOCPR is a measurement tool developed by FMHI. 20 case reviews per year have been completed over the last two years, and another 20 will be completed this year. At the end of September, an annual report is generated from the case reviews that we give to the administration at Henderson. They use the information to fine-tune their trainings and their supervision.</li> <li>❖ Wraparound Fidelity Index (WFI): David gave a brief summary on WFI. WFI is similar to the SOCPR. WFI gathers information from a lot of cases and uses this information to target strengths and needs. The goal is 20 to 25 reviews in this fiscal year.</li> </ul>	<p>Linda gave handouts to the members on the National Evaluation, System of Care Practice Review (SOCPR) and Wraparound Fidelity Index (WFI) which provided information on each area of discussion.</p>
<p><b>Notes:</b></p>		<p><b>Follow Up:</b></p>
<p><b>Item #4</b> Review types of Published Data</p>	<ul style="list-style-type: none"> <li>❖ Data profile reports (local &amp; national): Linda will discuss the Data profile reports at the next meeting</li> <li>❖ CQI Progress Report: Continuous Quality Improvement Report: This is a table that shows where we stand as compared to all the other system of care communities across the country. This information is produced quarterly.</li> <li>❖ What have we learned? pamphlet: Linda initially designed this pamphlet to be sent out to the families</li> </ul>	<p>Linda gave handouts to the members on information about the local and national data profile report. The report is done quarterly there are fourteen pages of graphs that Linda will discuss more about at the next meeting. The CQI progress report will be available and updated on a quarterly basis by Macro.</p>

	that were interviewed. The pamphlet started out on a 12 <sup>th</sup> grade level and is now written in an 8 <sup>th</sup> grade level.	
<b>Notes:</b>		<b>Follow Up:</b>
<b>Item #5</b> Distribution of data to the community	<ul style="list-style-type: none"> <li>❖ Members discussed making the font larger on the cover of the “What have we learned?” pamphlet.</li> <li>❖ Linda suggested using a higher quality paper so it doesn’t bleed through.</li> <li>❖ On the pamphlet were it says caregiver strain Silvia suggested using the word stress in place of Strain.</li> <li>❖ Sue suggested sending the pamphlet out in the newsletter.</li> </ul>	Sue will take pamphlet to Social Marketing to discuss dissemination.
<b>Notes:</b>		<b>Follow Up:</b>
<b>Item #6</b> Future analyses	<ul style="list-style-type: none"> <li>❖ Which children/families benefit the most from wraparound?: Norin discussed who is being served and how well, what are the ten most important measures of success and how much do kids have to change on each measure to be successful.</li> <li>❖ The 18-month Data Profile Report will be developed over the next few months and presented to the governance board in October 2007.</li> </ul>	Linda will develop potential indicators and benchmarks for success. Members will select 10 indicators at the next meeting.
<b>Notes:</b>		<b>Follow Up:</b>
<b>Item #7</b> Meeting time / location	<ul style="list-style-type: none"> <li>❖ The members agreed to continue to meet on the third Tuesday of the month at 3:00 p.m. at the same location, for the time being.</li> </ul>	
<b>Notes:</b>		

<b>Item #8</b> Old/New Business	❖ The QI/QA meeting on June 19 <sup>th</sup> ,2007 will focus on Identifying performance indicators and benchmarks for this year's evaluation.	
<b>Notes:</b>		
<b>Item#9</b> Adjournment	Meeting adjourned at 5:00 p.m.	Next meeting will be held on Tuesday May 15, 2007 at 3:00 p.m. at the Children's Services Council, 6301 NW 5 <sup>th</sup> Way, Suite 3000, Ft.Laud. Fl. 33309