

Quality Management Committee
Thursday, March 23, 2006
Meeting Minutes

Meeting Objectives:

- Refine potential desired outcomes of services.
- Discuss ways to get feedback from others on developed outcomes.

➤ **Announcements**

- Grant Evaluation Process
 - Discussion of Ted Tighe, Center for Disability and Community Inclusion Project, UVM
 - Process of how grant work will be evaluated
 - Stephen will share the reports once available
- Language Workgroup
 - Discussion on the language for the outcomes being clear and concise so that all populations can understand them
 - Annie and Don to facilitate workgroup to accomplish this
 - Workgroup to explore different way to make the language more user friendly, i.e., software
 - Workgroup put on hold until consolidation of the Committee and Unit outcomes can be accomplished, will revisit at a later time
- Feedback and Input from Stakeholders
 - Members of the Committee will share the work that the Committee is doing and report back to the group on feedback

➤ **Outcomes**

- Refined the outcomes that were not completed at the last meeting.

➤ **Focus Forums:** Karen summarized the ways in which it is possible to gather feedback and input from Consumers for the outcomes that are developed

- Hold 3 Focus Forums across the state
- Go to Organizations across the State that are predominately run by consumers to receive feedback
- Do site visits, i.e., Nursing Homes, Adult Days, ERC, etc
 - Suggestions made that the site visits should be held without service staff present and in a neutral place

➤ **Quality Management Unit (QMU) Outcomes**

- Janine and Marie went over the Outcomes that QMU had developed
 - Committee liked the language that the Unit had developed
 - Respect: There was a discussion to clarify State role(s) in provider staff supervision
 - Training: Felt it was important not to limit it to staff and providers so that anyone involved with the individual can receive training

- There were a lot of similarities; major differences seemed to be in categories
 - Need to make sure and cover self-neglect
- Stephen, Ryan and Karen to work on consolidating the two documents
- **Feedback and Input**
 - Once consolidated, potential outcomes document is ready for members to take back to respective groups and get feedback/input
 - Stephen will send consolidated document to the Committee (email) by March 31
 - Once feedback is obtained, the language will be simplified
 - Consumers and Family members will obtain feedback and input as they are able and as they are feel comfortable