

**Notes from Coordinated System of Care Planning Group Meeting
Wednesday, March 17, 2010**

Planning Group members present:

Michael Daily, Chair
Nell Hahn, Co-chair
Jim Hussey
Dennis Dillon
Kathy Kliebert
Tavia Crumpler
Pam Brown
Melba Oubre
Mike Coburn
Jennifer Kopke
Mimi Hedgecock
Peggy Kirby
Rochelle Dunham
Karen Stubbs
Girard Melancon
Calvin Johnson
John Gianforte

Ex-officio members:

Vee Boyd
Sharon Dufrene

Guests:

Darrell Montgomery
Celeste Skinner
Olivia Watkins

Staff

Shannon Robshaw
John Croft
Stephanie Inks

Michael Dailey opened the meeting and welcomed the group. The notes from the last meeting were reviewed and no revisions were noted.

Report on Leadership Team meeting

Shannon Robshaw reported that the Coordinated System of Care website has been approved and is in the process of being launched with a narrative description of the project, and various previously circulated reports, meeting notes and reference documents. She stated that workgroup leads will be contacted to obtain updated workgroup lists in order to present accurate information on the site. Once approved by the Planning Group, the workgroup action plans will also be posted. She clarified that internal work products would not be posted on the site.

She reported that the Leadership Team approved the budget request by the Family Engagement workgroup to support parent focus groups with stipends and refreshments.

It was also stated that the Leadership Team is organizing a team from Lafayette to apply for the Certificate Program to Improve Outcomes for Children Involved in Multiple Systems at Georgetown University this summer. OJJ will support the team by using available McArthur grant funds.

Project Workplan Review

The group reviewed to overall project workplan. The group discussed how the product of the mapping workgroup needs to inform the work of the Ideal Services Array and Administrative Design workgroups. It was emphasized that as the workgroups move forward, each group must constantly be sure that its deliverables are on track with the overall Project Plan for the Coordinated System of Care. It was also noted that regional and field representation is needed either on workgroups or participating in workgroup activities

Workgroup Reports

- **Data Collection and Analysis-**
Shannon stated that Mercer reported that data collection has gone well and they are on track for meeting the August deadline. An action plan with timelines and deliverables should be ready for the next planning meeting..
- **Mapping –**
Michael Dailey presented an overview of the mapping product. He highlighted that the product showed how children flowed through an agency, as well as some of the strengths and challenges of each agency, and where the departments could work together more collaboratively. He noted that some information is still outstanding and will be forwarded to the group when received. He encouraged each Planning Group and workgroup member to look thoughtfully through the product and identify any missing information that would be helpful in designing the ideal system of care.
- **Ideal Service Array –**
Jim Hussey presented the draft action plan. The group discussed and gave suggestions for additional detail that could be added to describe the process for how the recommended service and supports array could be determined from the larger list of possible services. Jim and the workgroup will revise the action plan and present for discussion at the next planning group
- **Family Engagement –**
Karen Stubbs reported that the online version of the previously approved parent survey is ready for use and the link will be distributed. Stubbs also reported that there has been an overwhelming response to the written surveys which were distributed throughout different agencies across the state. The parent focus groups are on track for April.

She reviewed the workgroup's draft action plan and said they are planning to work with other workgroups to identify key times/issues for solicitation of feedback in the ongoing planning process. She agreed to revise the action plan to reflect this process, as well as delivering the results of the parent surveys to the Ideal Services Array workgroup for use in their work.

- Administrative & Infrastructure –Jim Hussey present a draft plan with comments on where additional detail will be added. Discussion included looking at model options to allow for flexibility. It was noted that Mercer has been requested to provide information and technical assistance to this workgroup.
- Communications-
Olivia Watkins reported that the group is in the process of drafting its action plan and will present the plan at the next Planning Group meeting

Recommendations for Leadership Team

- Karen Stubbs reported that the Family Engagement workgroup has developed a slate of individuals recommended for Planning Group membership, which she will circulate via email.
- DHH, DSS and OJJ will present budget presentations at the Stakeholder Committee meeting on March 15. Michael Dailey and Nell Hahn will give an update on the Planning Group and Workgroup activities.

Next Meeting – March 31 at 1:00pm in DHH room 173