

**Care Coordination Workgroup Regional Meeting Session ~ Notes**  
**Tuesday, February 22, 2011 ~ 12 pm ET**

Co-Leads: <b>Jennifer Arveson &amp; Kathy Wood</b>	Facilitators: <b>Sally J. Hiner, Region 4 Genetics Collaborative Senior Project Coordinator &amp; Sarah Wedepohl, Region 4 Genetics Parent Coordinator</b>
<b>Participating:</b> Kathy Wood (IN); Theresa Durst, Mary Navara (MN) David Hoffman (OH), Sally Hiner, Sarah Wedepohl (Region 4).	
<b>Meeting Goal:</b> To review the sample “Integrated Care Plans” and complete the review of compiled submissions for the “Guide to Care Notebooks”.	

Item	Discussion/Notes	Recommendation/ Action	Follow up (who/when)
Welcome and Introductions - Wood			
Workgroup Product A – Integrated Care Plan (ICP) – Wood & Hiner			
Target for Piloting	We have identified an evaluator to help develop outcomes and a pre- and post- evaluation for the ICP. The evaluation will be based on the outcomes that the workgroup developed during the January meeting.	Work with the evaluator and update the workgroup on the piloting process and start date.	R4 staff, by next workgroup meeting
Review of the Sample Integrated Care Plans	<p>We received four sample care plans from workgroup members. Region 4 staff reviewed them to see if each staff person’s observations differed greatly from one another. Since we all observed similar types of information for each category, it didn’t make sense to summarize the information for the workgroup. Instead we looked at it the type of information and how it was completed.</p> <p>The workgroup discussed the experience of completing the plans and gave positive feedback. One workgroup member said she left out a few things but said that if the information is easily at hand, it would be user friendly and easy enough to do. The workgroup also felt the ICP needs to include a more directive space for immunizations, meds and allergies.</p>	<p>There is still time to send in your sample ICP and any feedback you have about the process of completing it.</p> <p>Changes to the ICP will be made based on today’s discussion</p>	<p>Workgroup members who have not completed a sample ICP send to Sarah by 3/10</p> <p>Region 4 staff by next WG meeting</p>
Workgroup Product B – Guide To Care Notebooks - Wood			
Continuing the Review of Tips Sent in By Workgroup	Each workgroup member was asked prior to this meeting to go through the document and send any tips or information that will be useful throughout the Guide. The group continued the process started last month of reviewing the remaining sections of the guide and providing specific feedback, adding to the tips as needed.	Tips will be incorporated. If any workgroup members have additional tips they can still be added.	Send any tips to Sarah by 3/10. Region 4 will integrate all tips by next meeting
Next Meeting	Telemeeting 3/22/11		

Notes by Wedepohl and Hiner