

**Care Coordination Workgroup Telemeeting ~ Notes**  
**Tuesday, March 23, 2010 ~ 11 am CT/ 12 pm ET**

Co-Leads: <b>Jennifer Arveson; Kathy Wood</b>	Facilitator: <b>Sally J. Hiner, Region 4 Genetics Collaborative Senior Project Coordinator</b>
<b>Participating:</b> Linda Drawhorn, IL; Kathy Wood, IN; Anne Weaver, KY; Jennifer Arveson, MN; David Hoffman, OH; Sally Hiner, Sarah Wedepohl, R4.	
<b>Meeting Goals</b>	
<ul style="list-style-type: none"> <li>• Workgroup will be updated on what has been happening behind the scenes – nationally &amp; in Region 4.</li> <li>• Workgroup will identify needs R4 activities can meet</li> <li>• Workgroup Identify next steps</li> <li>• Workgroup will inform Regional Meeting group sessions.</li> </ul>	

Item	Discussion/ Notes	Recommendation/ Action	Follow up (who/ when)
I. Welcome, Introductions and Meeting Overview – Wood/ Arveson			
A. State Roll Call			
II. Updates – Hiner/ Wedepohl			
A. National	While we have been working on forms to facilitate care planning and care coordination, similar activities have been taking place at the national level. While many tools exist, what continues to be missing are 1) a single plan that coordinates care across providers 2) plans/ tools that include goals/ outcomes and identify the strategies for achieving and responsible person(s), and 3) and assistance for parents on deciding what information to track, why and selecting forms to track the information.	We don't want to re-invent the wheel.  Can some of these missing items be the niche our product/ strategies fill?	N/ A
B. Regional	In January, the Care Plan Worksheet was emailed to the workgroup for review and comment. The worksheet will be used to collect information from R4 parent partners about care plans they have for their child(ren). The responses will be compiled and use to inform CCWG discussion at the Regional Meeting. In February, a draft form to pull together all care plans into one document was emailed to the CCWG for review and comment. Revisions will be made based on feedback. The form will be tested during a group activity during the Regional Meeting Parent session. Parents will be asked to bring care plans they have for their child(ren) to reference during the discussion to see if our single care plan form contains all the essential elements. The draft form was developed after reviewing workgroup notes, sample care plans, and promising practices describing essential elements of effective care plans (portable, easy to share, easy to update, most pertinent information in the plan with access to other information as needed.	N/ A	N/ A
C. Needs that	Hoffman – at NICHQ a common theme was parents are the care coordinators.	Develop a guide	

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R4 activities can meet	<p>Parent-to-parent help and how to are needed and appreciated.</p> <p>Hoffman – transition needs to be in all plans – or the common plan and needs to be revisited at every visit.</p> <p>Weaver – start planning for transition in childhood.</p> <p>Wood – I don't know what other goals the family has. I might be able to support goals established with other providers with resources, materials and services if I know.</p> <p>Arveson – need to help parents and providers know what an effective coordinated care plan looks like.</p> <p>Hoffman – a how to that explains how to support parents as care providers would be useful.</p> <p>Weaver – in addition to the form to coordinate care plans, information how to coordinate the care across systems – what do I do next?</p>	<p>that helps parent's think about what information that might want to collect and direct them to forms that could help them.</p> <p>Need parents to identify what they need to be supported in their role as care coordinator.</p> <p>Finalize the form for coordinating care plans, and include how to use it across service systems/ providers.</p>	
III. Next Steps – Hiner/ Wedepohl			
	<p>Activities and discussion during the parent session of the Regional Meeting will be used to develop the agenda for the CCWG. R4 staff will explore having the transition WG and CCWG meet together for part of the Regional Meeting Workgroup sessions for a facilitated discussion about transition and care coordination.</p>		
Next Meeting	Regional Meeting workgroup session 04/ 16/ 10		

Notes by Wedepohl & Hiner