

**Care Coordination Workgroup Telemeeting Notes**  
**Tuesday, January 27, 2009 ~ 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> Rylin Rodgers, Kathy Wood, IN; Anne Weaver, KY; Sandy LaPrad, Beth Tarini, MI; David Hoffman, OH; Sally J. Hiner, Sarah Wedepohl, Region 4.	

Agenda Item	Discussion	Recommendation/Action	Follow up
I. State Roll Call	Kathy Wood welcomed everyone. Introductions followed by state roll call.		
II. Follow up from previous meeting			
Review of Notes	Kathy asked the group to provide feedback on the new notes format. Group liked the Action and Follow-up pieces. Thought format was helpful, especially being able to see easily who is responsible for what.		
III. Medical Care Coordination			
A) Draft plan  Reference Handout 1	Should Prescribing Doctor be added to the Rx Section? Add Purpose/Comments to Purpose on MCC Medications table. In instructions include e.g. prescribing doctor.  Previous surgeries – often asked for, information isn’t often carried with people.  Addresses of care providers. This is frequently asked for when seeing a different Primary Care Provider  A common form of communication across providers is via fax.  Future CCWG agenda items are: 1) detailed instructions for completing the form 2) best practices in supporting families to complete the form	Edit Medications Table. Change <u>Purpose</u> to <u>Purpose/Comments</u> . In instructions include, “e.g. prescribing doctor.”  Add Previous Surgeries and age at time of surgery as first choice under Medical Hx  Add all contact info prompts for PC.  For specialists, ask for Fax, Phone, Email.  Need instructions to assist people in thinking about how to complete the form, as well as prompts to ensure desired information is entered in the appropriate field. Important connections to make include:	Edit MCC Plan (Hiner)  Forward to CCWG for “final” review (Hiner)  Review and comment with 7-10 days. (CCWG)  Draft detailed instructions – both implementation and step-by-step (R4 Staff)

Agenda Item	Discussion	Recommendation/Action	Follow up
	3) formats for distribution 4) whether any of the fields should be protected or read only	<ul style="list-style-type: none"> <li>• Where to fill out the form</li> <li>• When to fill out the form</li> <li>• How to fill out the form (detailed instructions for each section)</li> <li>• Who fills out the form, ideally</li> <li>• Who can update/change information (e.g. certain meds)</li> </ul>	
B) Input from stakeholder groups  Reference Handout 2	Group reviewed the survey tool which walks through the care plan, asking for input on each section.	Suggestions will be incorporated and survey revised.  Eliminate “strongly” from response options  Add questions: <ul style="list-style-type: none"> <li>• Anything missing which should be included?</li> <li>• Strong feelings about anything you would like to comment on?</li> <li>• How compare to what currently using?</li> <li>• How would you/your practice facilitate use of this tool?</li> <li>• Would you use it?</li> <li>• Would you find it helpful?</li> </ul>	Revise survey based on feedback (Hiner)  Forward to CCWG for “final” review (Hiner)  Review and comment with 7-10 days. (CCWG)  Draft detailed instructions for completing the survey (R4 Staff) Review
<b>IV. Care Plans</b>			
Care Plans	The Care Plan subcommittee developed a review form to as a tool to help people identify care plans and/or components of care plans that would be helpful to their child and family. Through the HRSA site visit and subsequent development of the R4 Performance Improvement Plan, it was recommended that the tool be used to develop a template of plan components that a family could choose from to develop a personalized child & family care plan covering life domains of their choice. To accomplish this, we need workgroup members to use the care plan assessment tool to identify	Workgroup members were asked to look for the assessment form and think about areas where they are interested in contributing ideas or researching ideas.	Review tool and self-identify area(s) willing to work on. (CCWG)  Develop a specific written request for help and forward to CCWG and MHE WG. (Hiner)

Agenda Item	Discussion	Recommendation/Action	Follow up
	plans/components to recommend for inclusion in our care plan menu of options.		
Announcements			
Member Directory	CCWG members were reminded to please enter their contact information in the website member director <a href="http://www.region4genetics.org">www.region4genetics.org</a>		
Next Meeting	Tuesday, February 24, 2009 11 1m CT / 12 pm ET		
Notes by Hiner			