



Evaluation/QM Sub-committee meeting
April 28, 2011

Meeting Called to Order: 6:04 pm

Planning Council Members in Attendance: Paul Hassell, Winifred Muhammad

Staff Members in Attendance: Keizhia Carlyle

Community Members in Attendance: none

Community Announcements and Citizen Communications: none

Prior Sub-Committee Meeting Minutes from March 24, 2011 approved as written

Mr. Hassell and Ms Muhammad discussed the draft Client Satisfaction Survey working in the provider CQI Committee. Comments and questions regarding some of the proposed survey questions will be forwarded to CQI. Additionally, Mr. Hassell will contact Planning Council Support Staff and the AA regarding any specific data elements required for the Grant Process, reporting, etc. These, along with the comments from Committee, will be forwarded to CQI. The continuing goal of the Evaluation/QM Committee is that the final survey will be usable for multiple years to provide more consistent data gathering to help establish trends more accurately. Mr. Hassell reiterated that the proposed survey from CQI will still come through the Evaluation/QM Sub-Committee, Executive, and the full Planning Council for final approval.

Mr. Hassell gave an update on the Administrative Mechanism Survey. The final survey was emailed to providers on Monday April 25th, 2011, with return envelopes and return instructions sent via USPS. Several providers have been contacted and all reported receiving the email and at least 1 provider reported already having completed the survey and are awaiting the return instructions and envelope.

The next Evaluation/QM Committee meeting was scheduled for Tuesday May 24th, 2011.

Meeting Adjourned: 6:41 pm