

Project Team Minutes

Team/Council (Check Appropriate Team or Council):		Meeting Date: 5/3/07	
<input type="checkbox"/> Quality Management Council		<input type="checkbox"/> Compliance Review Team	
<input checked="" type="checkbox"/> Standardized Documentation Team		<input type="checkbox"/> Consumer/Family Advocates Advisory Committee	
Meeting Location:		Time Meeting Began: 9:30 a.m.	
Facilitator: Oshlag, Jordan & Selden, Dave	Recorder: Scott Lloyd	Time Meeting Ended: 4:30 p.m.	
Sponsor:	Consultant(s): David & Scott Lloyd	Observer(s):	
Members Attending:	1. Susan Abbott	2. Bill Wisnieski	3. Steve Chisholm
4. Sherry Davis	5. Nancy Carlucci	6. Jan Feingold	7. Stephanie Sladen
8. Dallas Gulley	9. Porter May	10. Jordan Oshlag	11. Cindy Palfrey
12. Dave Selden	13. Anne Priestley	14.	15.
16.	17.	18.	19.
Members Absent:	1. Joe Passeneau	2. Rita Barrette	3. Jim Frutkin
Meeting Attainment Summary			
Topic/Deliverable	Lead Member Presenting	Status/Update	Action Taken
1. Identify the form types needed pending additional feedback from QMC on the programs/services that will be included in the standardized documentation project.		Completed on Scope of Work – Until after the QMC meeting of May 4, 2007	
2. Agree on the name of each form genre/type that will be used for the project.		Motions: Progress Note by team – Unanimously Accepted Service Plan by Dave – Accepted with 70% (9/4) Assessment by Stephanie - Unanimously Accepted Medical by Jan - Unanimously Accepted Personal Information by Dave - Unanimously Accepted	
3. Agree on the groupings of the form genres/types and selection of lead team members to work on the creation of each group.		Completed on Scope of Work	
4. Agree on the start dates, draft deadlines for submission to the SDT and the final complete date for each form group.		Completed on Scope of Work	
5. Agree on the format/layout of the pilot form processes that will provide boundaries as the draft processes/forms are developed		Completed on Scope of Work	

6. Agree on the format of the Training Manual to help ensure that the statewide manual can be developed as the draft forms are approved for final pilot form layout.		Tabled Until May 23 rd after QMC meeting of May 4, 2007	
7.			

Topic/Deliverable	Lead Member Presenting	Status/Update	Action Taken
9.			
10.			
11.			
12.			

Identified Resources Needed

Resource Required	Member Requesting	Source of Resource	Date Required
1.			
2.			
3.			
4.			

Project Integration Need(s) Identified (Please identify Project Integration Challenges Identified that Needs the Attention of Other Teams):

Identified Assistance Required	Team(s) Identified to Provide Assistance	Specific Focus Areas Required	Date Action Needed
1. Approval of new representative on the CFAC	QMC	Would like to add representatives from MPower/Transformation Center	5-4-07
2.			

3.			
4.			