**Minutes**

1. **Welcome and Introductions/Roll Call**

Ms. Spurlin began call at 10:00 a.m. and welcomed participants

**Meeting Attendees**

***Members: Representing:***

Ms. Bridget Marburger Huntsville Memorial Hospital

Mr. Robert Reed MHMR Authority of Brazos Valley

Ms. Ade Moronkeji Montgomery County Public Health Ms. Frances Hansen Conroe Regional Medical Center Mr. Tim Ottinger St Joseph’s Regional Health Center Ms. Melanie Janak, Ms. Doris Howell, Dr. Carly McCord, Texas A&M Health Science Center/ Ms. Rosie Meredith, Ms. Rosa Hernandez, Ms. Karla Blaine, Texas A&M Physicians and Dr. Katie Fuller

Ms. Cynthia Peterson Tri-County Services

1. **Raise Performance – Focus Area and Open Discussion** 
   1. **January Spotlight:** Exploring Online Project Management Software
      * Ms. Spurlin provided new participants with a brief overview of the call format.
      * Regional Learning Collaboratives are required under the 1115 waiver, as a smaller tier 4 region; RHP 17 holds monthly learning collaborative calls to fulfill the waiver requirements.
      * Ms. Spurlin urges participants to email topics of interest to the anchor team to cover in future learning collaborative calls.
      * Ms. Spurlin had received several inquiries about project management options from participants during the November LC call, which focused on effective project communication strategies.
      * The inquiries specifically focused on management of project with remote or satellite locations
      * Asana and Trello are both project management programs that allow managers to share information, assign tasks, track progress and communication with team members.
        + - Ms. Spurlin introduced Ms. Nimmons as the Director of the National Community Health Worker Training Center located within the Center for Community Health Development at the Texas A&M Health Science Center School of Public Health.
          - Ms. Nimmons uses Asana to manage projects for the Center that are implemented by staff in remote locations such as McAllen, Brownsville, Dallas, Arlington, Lubbock and Corpus Christie.
          - Ms. Nimmons is also collaborating on an external project that will be utilizing Trello.
          - Ms. Spurlin distributed a packet of information about Asana and Trello to the participants
   2. **Innovator Agent(s):** Sharing of information related to free project management tools that may be useful for managing multiple projects and for communication with remote staff members for both DSRIP and other programs
      * + - **Peer Presenter: Katy Nimmons, M.Sc, MPH, CHWI – Director, National Community Health Worker Training Center, Texas A&M Health Science Center School of Public Health**
          - Ms. Nimmons provides overview of the National Community Health Worker training Center.
          - The state of Texas requires community health workers be certified before they can provide services in the communities.
          - The Center provides training classes to both community health workers and those who train community health workers.
          - Ms. Nimmons utilizes Asana to create color coded task lists by project and to interact with team members remotely, thus keeping all project related actions and communications in one location.
          - Ms. Nimmons has found Asana to be easy to use, convenient, and useful in managing the multiple projects and activities she oversees as a director.
          - Ms. Nimmons describes ability to color-code projects, track completions, communicate within tasks, and shared examples of each, as well as feedback related to some of her staff liking the system and others being more indifferent to it
          - Questions were asked from call participants about whether or not tasks could be synced with Outlook calendars? Ms. Nimmons hadn’t tried this option and wasn’t sure if the two programs were compatible in that way.
          - Ms. Nimmons will use Trello as a tool that is more visual and social-media like in presentation that will be utilized in her role as a team member on a new grant.
          - Trello visualizes all activity for each project as separate boards and cards detailing contact information and project to-do lists are posted to each project board.
          - Pictures, graphs, and documents can be attached to the cards within Trello.
          - Trello has an activity list of actions by team member on the right side of each board
          - Both Trello and Asana have apps that let team members use the programs on their tablet or smartphone.
          - Further information on Asana and Trello, as well as print-screens of both programs were shared by Ms. Spurlin.
   3. **Open Discussion:**

* Do you use any kind of project management software to manage DSRIP and/or internal projects? If so, what do you use and why did you choose this product?
* Have you experienced any particular challenges associated with being able to track DSRIP projects and manage the facets of DSRIP projects in project management programs? What are they and how are you addressing them?
  + Ms. Spurlin informs the group that some regions require providers to pay for and utilize a project management program called Performance Logic that is specific to healthcare facilities that allows tracking and other project analysis capabilities, and asks if anyone else has experience with the program or similar software?
  + As a provider in RHP 2 as well as in RHP 17, TriCounty Services and Ms. Cynthia Peterson uses the Performance Logic software
  + Ms. Cynthia Peterson explains that Performance Logic would be valuable for large providers to manage multiple projects and have the resources to designate a person to continually update data; however, as she currently only uses it for one project, Performance Logic is more of a duplication of effort rather than a time-saver on the small scale.
* Discuss any other provider questions/challenges/lessons learned related to project management tools
  + Ms. Karla Blaine indicated that it was challenging to find data management software that could run reports in a way that was needed for DSRIP reporting
  + Ms. Cynthia Peterson has also experienced data management challenges to translate data gathered in an internal database into DSRIP reports.
  + Ms. Karla Blaine utilizes the calendar function within their email to color code tasks and contact information for their project
  + Ms. Ade Moronkeji also relies on the calendar function to manage projects.
  + Ms. Karla Blaine and Ms. Ade Moronkeji both agree that this methods works best with very small teams
  + Mr. Tim Ottinger asked Ms. Spurlin if there was any further information about waiver renewal and/or extension
  + Ms. Spurlin explains that, while there are no more specific details, HHSC has mentioned a 3-year waiver extension and a 5-year waiver renewal
  + Ms. Spurlin also explains that a renewal allows for changes in the program funding mechanics protocol, while a 3-year extension does not
  + Ms. Spurlin reminds providers that there is a 1-year period after the end of DY 5 where providers would be able to meet carry forward metrics
  + Ms. Spurlin explains that HHSC must submit a funding transition plan to CMS in March

1. **Learning Collaborative Recap & Upcoming Events**
   1. Cohort Group Update
      * The Care Transitions & Navigation cohort group will hold the development meeting on Thursday, January 29th from 9:30 a.m. to 12 noon at the Rural & Community Health Institute in College Station.
      * Care Transitions & Navigation cohort group facilitators are Ms. Karla Blaine and Ms. Ade Moronkeji.
      * The Behavioral Health & Primary Care cohort group will hold the development meeting in Tuesday, February 3rd at TriCounty Services in Conroe from 9:30 – 11:30 a.m.
      * The Behavioral Health & Primary Care cohort group facilitators are Ms. Cynthia Peterson and Ms. Krystle Riley.
      * Participant should bring a couple SMART aims for the group and complete the tabletop discussion sheet.
      * The Anchor Team will send out the calendar invites to the development meetings and the pre-work this week.
      * A week prior to the development meetings, the anchor team will send out a final agenda.
   2. Upcoming Peer Opportunities
      * RHP 8 is hosting a face-to-face event on February 19th from 1-4 p.m. in Round Rock, featuring Ms. Melissa Rowan as the keynote speaker.
      * RHP 6 is hosting a project review on the 6th at Fenley Elementary, a general LC event on February 9th, and readmissions collaborative on February 12th in San Antonio.
      * Anyone interested in these events can email the anchor team for more information
      * RHP 17 is beginning to plan the first DY4 face-to-face event which will be held in late March at the Canary in Brenham.
      * The anchor team will send out a save-the-date for the RHP 17 face-to-face event in early February.
2. **Next Steps & Adjourn** 
   1. Next call scheduled for Wednesday, February 11, 2015 at 10 a.m.

***(Please note alternate day for next call for February 2015 only)***

***Have an idea/suggestion to share or topic to recommend for future Learning Collaborative calls, articles, or upcoming events? We want to know!*** *Email the Anchor Team at* [*rhp17@tamhsc.edu*](mailto:rhp17@tamhsc.edu)*.*