**Minutes**

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

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

**Meeting Attendees**

***Members: Representing:***

Ms. Sara Mendez Brazos County Health District

Ms. Vicky Cha College Station Medical Center

Ms. Bridget Marburger Huntsville Memorial Hospital

Ms. Penny Wilson Montgomery County Public Health District

Ms. Doris Howell and Ms. Karla Blaine Texas A&M Physicians

Mr. Evan Roberson Tri-County Services

Mr. Michael Smith Conroe Regional Medical Center

Ms. Angie Alaniz Texas A&M Health Science Center

Ms. Jennifer LoGalbo RHP 8

1. **Raise Performance – Focus Area and Open Discussion** 
   1. **December Spotlight:** Sustainability: Looking at long-term sustainability of DSRIP projects (and other internal programs)
      * Ms. Spurlin reminds providers that, as the waiver is currently two months into DY4, HHSC is beginning to plan for the next iteration of the waiver.
      * As HHSC has not disclosed details of the extension or renewal, current projects should begin to formulate a plan to continue activities, even if DSRIP funding is not available.
      * The Anchor team has posed project sustainability questions to HHSC but has not received written guidance.
   2. **Innovator Agent(s):** Sharing of information related to early assessment and considerations for project sustainability and plans
      * + - **Peer Presenter: Dr. Ray Helmcamp, Director of Intellectual & Developmental Disabilities, Central Counties Services**
          - Ms. Spurlin introduces Dr. Helmcamp, who is a part of Central Counties Services (CCS), a local mental health authority serving the counties of Bell, Coryell, Hamilton, Lampasas, and Milam, that participates in our sister region, RHP 8, as well as in Region 16.
          - Dr. Helmcamp introduces a sustainability assessment tool to the participants
          - Dr. Helmcamp has monthly meetings with the board of Central County Services to discuss the current and future project achievement and funding - the shared tool is a way to empirically assess projects and answer to the internal board.
          - The Program Sustainability Assessment Tool was developed by the Center for Public Health System Science at the George Warren Brown School of Social Work in Washington University in St. Louis.
          - The Center for Public Health System Science at the George Warren Brown School of Social Work used the shared tool to assess over 250 programs and was completed by 500 people to calibrate tool reliability
          - The tool is evidence based and provides powerful evidence to base a project sustainability plan around.
          - The tool is free to use, consists of 40 questions and takes approximately 20 minutes to complete
          - The questions cover 8 domains: Environmental Support, Funding Stability, Partnerships, Organizational Capacity, Program Evaluation, Program Adaptation, Communication and Strategic Planning.
          - The project leader or key team members are to complete the tool separately and load the responses into the online system to generate a report.
          - Central Counties Services is in the process of identifying key team members to complete the tool and educating them on the function of the tool.

Dr. Helmcamp cautions providers to only have people who have comprehensive knowledge of all domains complete the tool

* + - * + Central Counties Services are planning to pilot the tool in their Coffeehouse project for high functioning adults with autism or Asperger’s Syndrome.
        + Dr. Helmcamp believes that this tool will allow Central Counties Services to present sustainability findings to local stakeholders, at Learning Collaborative events and to internal trustees
* Dr. Helmcamp volunteers to follow-up with the results of his pilot of the tool on the Coffeehouse project.
  1. **Open Discussion:**
* Ms. Spurlin asks if the tool is designed to aggregate the scores of all team members who complete it or is it designed to be scored as a group.
  1. Dr. Helmcamp clarifies that the tool is not meant to be aggregated.
  2. Participants who use the tool can either score collaboratively and enter the score into the system to obtain a collective report OR have each team member individually score. Then each individual enters their scores into the online system and obtains a report. All individuals who completed the tool for a particular project then synthesize the individual reports into one report.
* Ms. Howell asks if Dr. Helmcamp was planning to implement the tool once or continually, on a quarterly basis.
  1. Dr. Helmcamp had not previously considered using the tool continually but likes the idea of implementing it every six months to see improvement.
* Ms. Howell asks if Dr. Helmcamp had a specific process to identify who completes the tool within the project.
  1. Dr. Helmcamp indicates that the project team leader will be making the decision as to who in their team has the aggregate knowledge to complete the tool
* As a follow-up question, Ms. Spurlin asks if one individual has to complete the entire tool or if different team members would complete different domains depending on their scope of knowledge of the project.
  1. Dr. Helmcamp indicates that the tool is designed for one person, or group, to complete the entire tool and not parcel out the domains to different team members.
* Ms. Spurlin asks how Dr. Helmcamp chose the Coffeehouse Project to pilot the tool on.
  1. Dr. Helmcamp indicated due to the success of the Coffeehouse project – meeting metrics, community buy-in, and communication with the project lead - that he felt the project would be a good test case for the tool.
* Ms. Spurlin indicates that March 31, 2015, HHSC has to submit transition plans for current funding pools to CMS, whether they go forward with waiver extension or renewal.
* Ms. Spurlin reports that HHSC’s waiver extension or renewal plan to CMS is due September 30, 201 but providers should start to consider sustainability plans now.
* Ms. Spurlin reports that at the RHP 3 Learning Collaborative event on December 10th, Lisa Kirsh from HHSC that the state plans to have public meetings regarding waiver extension or renewal late spring or early summer 2015.
* Mr. Roberson provides an example of a challenge for project sustainability being funding streams. His integrated primary and behavioral healthcare project, at the current Medicaid reimbursement rate, would require the doctor to see 30 patients a day to have a robust enough funding stream to continue with the project, which is unattainable.
* Ms. Spurlin asks participants to share any tools they find with the group at large.

1. **Learning Collaborative Recap & Upcoming Events**
   1. Cohort Group Update
      * Ms. Spurlin thanks those who were able to participate in the cohort group kick-off meetings on December 4, 2014.
      * The Cohort Development meetings are slated for the end of January or the beginning of February 2015.
      * Ms. Spurlin asks anyone who has not already sent dates and times they are available to participate in the Development meeting, to send them to Avery (aschulze@sph.tamhsc.edu.)
   2. LC Discussion Group
      * The LC Discussion group is active.
      * The Anchor team will continue to post self-learning and peer opportunities in the discussion group.
      * Ms. Spurlin invites participants to add any self-learning and peer opportunities they know of to the discussion group.
   3. Monthly Calls & Newsletters
      * The next newsletter is a combined November and December newsletter that will be sent out soon.
2. **Next Steps & Adjourn** 
   1. Currently, the next call is scheduled for Thursday, January 8, 2015 at 10 a.m.
      * If any participants have conflicting schedules and wish the next call to be held on January 15th instead of January 8th, please let the Anchor team know.

**Have an idea/suggestion to share or topic to recommend for future Learning Collaborative calls, articles, or upcoming events? Hosting an event or celebrating an achievement you’d like featured in the newsletter or spotlight on a call? We want to know!** *Email the Anchor Team at* [*rhp17@tamhsc.edu*](mailto:rhp17@tamhsc.edu)*.*