**Agenda**

1. **Welcome and Introductions**

Attendees:

* + Bell County Public Health District – Renee Stewart
  + Bluebonnet Trails Community Services – Vicky Hall & Beth McClary
  + Center for Life Resources – Joey Smith & Alexis Fletcher
  + Scott and White Hospital Llano - Kim Schroeder
  + Seton Highland Lakes – Crissy Calvert
  + RHP 8 Anchor Team – Jennifer LoGalbo
  + Williamson County Emergency Medical Services – Pauline VanMeurs

**(1-1:10)**

1. **Review Cohort projects members are implementing in their communities**

Each participant will have the opportunity to give a brief overview of who they are, their associated organization, RHP(s) they participate in, and a short overview of the project(s) they are implementing in RHP 8.

* Cohort participants went around the table and explained the various projects they are implementing in the 9 counties that make up RHP 8
* The group actively discussed what each participant’s project is aimed at addressing, and how their projects may intertwine.
* Group defined “what is a Cohort?”

A small group of Providers who are implementing similar-type projects. **(1:10-1:35)**

1. **Cohort Development**
2. Define Purpose

This should answer two questions: what problem is the Cohort facing and what would be an acceptable outcome? Example:

*The Cohort will seek opportunities to increase communication and more effectively promote shared learning in RHP 8 in an effort to more efficiently implement 1115 Waiver projects with an overall focus on project sustainability.*

* The cohort actively discussed how broad & specific the purpose needs be.
* The purpose of the cohort is:

*The cohort will seek opportunities to increase communication and promote shared learning in RHP 8 with an overall focus on project sustainability.*

**(1:35-2:00)**

1. Define Goals and Aims

The Cohort should develop at least 2-3 overall goals with 1-2 related aims. This provides an opportunity to begin with the end in mind. The goals need to be clearly defined. By defining the desired end result, the magnitude of the change becomes evident. Examples:

*Goal 1: Increase Communication among Cohort Participants*

Aim 1: Discussing access to care and finding MH services/support groups

Aim 2: Develop an RHP 8 online county-based resource list

*Goal 2: Identify early barriers to care and develop plan to address obstacles*

Aim 1: Continuing medical education for primary care physicians

Aim 2: Medication and resources associated with payment

* The Cohort decided to keep the goals and aims similar to ideas presented at the first, Cohort kick off meeting (7/31).
* Goal 1:  *Increase Communication Among the Cohort Participants*
  + The cohort discussed how this should focus first on RHP 8 Cohort participants, and then out to regional stakeholders.
  + Aim 1: Discussing access to care and finding resources
    - The cohort discussed how this should be based on resources available for the individuals in the communities. This is due to people in general not knowing what is available in their local communities.
  + Aim 2: Develop an RHP 8 county-based resource list
    - Much discussion was on whether or not to do an online resource list.
    - The cohort decided that at this time it is necessary to have a resource list; however, it does not have to particularly be offered online.
* Goal 2: *Identify Early Barriers to Care and Develop Plan to Address Obstacles*
  + Aim 1: Share continuing medical education (CME) opportunities for providers
    - If Jennifer is notified of the opportunities, she will let the rest of cohort know about this information via the RHP 8 monthly newsletter.
  + Aim 2: Identify resources for payment of medication for indigent patients
    - The Cohort reworded this aim to fit with specific purposes that were decided on in the last meeting.
  + Aim 3: Identify resources for transportation to care
    - The Cohort added this aim to be able to identify the specific purpose that the Cohort decided on in the last meeting – which centers on the lack of transportation options in this region of Texas.

**(2:00-2:25)**

1. Define Outputs

This should include any hard-copy or soft-copy documents the Cohort hopes to develop and share with others, along with an expected target date for completion. It should include Key Performance Indicators (KPIs)/Continuous Quality Improvement (CQI) activities that measure the intended success. By considering the KPIs at this stage, immeasurable deliverables are eliminated early. The deliverables should include the documents and a process that verifies the deliverables are in place.  
Example:

*Cohort will develop an RHP 8 county-based resource list and have it ready to be published and accessed on the RHP 8 website by January 1, 2015.*

* The Cohort conversed about how this could focus on lists – which are easy to access and navigate – this would lead to user adoption and utilization.
* The Cohort also decided on how outputs need to include sharing CME opportunities region-wide, medication resource list development, and listing transportation resources.

**(2:25-2:50)**

1. Draft Team Charter

A team charter is a document that is developed in a group setting that clarifies team direction while establishing boundaries. It is developed early during the forming of the team. The team charter has two purposes: first, it serves as a source for the team members to illustrate the focus and direction of the team, and second, it educates others, illustrating the direction of the team.

* The Cohort decided Beth will complete the Team Charter.
* The section of Success Measure will be deleted from the template because this is redundant of Outputs.
* The section of Communication Plan will include who will be completing what task.
* The Meeting Log will be kept in the charter.

**(2:50-3:15)**

**(1:35-3:15)**

1. **Next Steps/Adjourn Meeting**
2. Review modes of contact: Google Group, email, etc.

* The Google group is available for Cohort members to use, but the majority of communications will be sent from Ray and Joey via email.

1. Decide on next Cohort meeting objectives and date

* Next meeting: **September 3, 2014 at 1 – 3 p.m. at Seton Highland Lakes**
* Start addressing Goal 1
* Crissy will bring flip chart
* Jennifer will bring post its
* Beth will bring markers

1. Select “spokesperson” for Cohort update for RHP 8 bi-weekly conference call scheduled August 19; 9-10 a.m.

* Pauline VanMeurs – WilCo EMS/WCCHD

1. Review Action Items
2. Decide on any others to add to the Cohort
3. Adjourn

**(3:15-3:45)**

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Person Assigned Task** | **Task** | **Status: Completed/ Not Complete** |
| Joey and Alexis | Type up and share meeting notes with attendees |  |
| Pauline | Serve as “spokesperson” for bi-weekly call, 8/19 |  |
| Beth | Collect and manage team charter |  |
| Crissy | Schedule and organize next Cohort meeting |  |
| Jennifer | Follow-up with Crissy about presenting on 9/2 bi-weekly call, provide mock meeting minutes – case mgmt. meeting |  |
| Joey | Follow-up with Ray about attending 9/3 Cohort meeting and what to present during RHP 8 LC event 8/20 |  |