

Memorandum

To: Anne Holmes Davis
From: Marian Banks-Nickleberry, Earlene Traylor Neal, Arthur Caldwell
Date: November 19, 2008
Re: Access Subcommittee Update

The following information will provide a brief status update of the activities of the Access Subcommittee:

Subcommittee Meetings:

The Access Subcommittee year-to-date have held three subcommittee meetings:

<u>Date</u>	<u>Location</u>	<u>Number in Attendance</u>
October 13, 2008	DAAA/SPE Annex	15
October 31, 2008	Northwest Activities Center	14
November 18, 2008	DWCLTCC Conference Room	15

Next meeting is scheduled for December 16, 2008, 1:00 PM – 3:00 PM, in the DWCLTCC Conference Room.

Subcommittee Covered:

1. Overview of the purpose to the Detroit Long Term Care System Change Task Force
2. Overview of Task Force Governance Structure
3. Access Subcommittee Mission
4. Subcommittee Goals / Scope of Work
5. Update on the Subcommittee reporting requirements to the LTC Task Force – Legislative & Steering Committee
6. Discussed Policy Recommendations process and discussed specific Access subcommittee recommendations which may focus on:
 - A. Broad Access Issues (i.e., current services and new initiatives)
 - B. Specific Access Issues
 - 1) Intake / Screening
 - 2) Information & Assistance
 - 3) Long Term Care Options Counseling
 - 4) Assessment
 - 5) ADRC (Regional Focus)
7. Discussed Possible Deliverables and process for narrowing focus to provide solid recommendations
8. Reviewed & discussed subcommittee member questions (that will be shared with an identified Focus Group (TBD)).

(Subcommittee Covered: – Continued from page 1)

9. Discussed duplication Issues, which became / are apparent from grid – (discussions will be on-going) & subcommittee would like to review some Lewin Group studies on Access at the next (December 16, 2008) subcommittee meeting.

Subcommittee Achieved:

1. Developed Meeting Schedule - (Dates, Time & Locations)
2. 11/18/08 - Established Quorum for holding a subcommittee meeting (eight members are needed to be present to meet the quorum).
3. Developed Access Grid/ Questionnaire with the following categories:
 - A. Population / Sub-Population
 - B. Access process used each agency
 - C. Timeframe for accessing agency system (i.e., programs and/or services)
 - D. Describe access issues / barriers experienced by agency
 - E. Source of technology used (i.e., databases or spreadsheets)
 - F. How is back door access handled?
 - G. List any Access questions to share with Focus Groups
 - H. Identify any gaps in services
4. Developed Access Grid/ Response Form – (populated with member's responses from the Access Questionnaire) committee members thoroughly discussed each category on Tuesday, November 18, 2008.
5. Developed Access Purpose Spreadsheet
6. Developed Consensus, that at the next subcommittee meeting (December 16, 2008) – members will begin giving a step-by-step process of outlining how calls are handled by each agency represented on the Access Subcommittee. This will assist in identifying *duplication* issues, *gaps in access* etc.'

Next Steps:

Review and Discuss best practice models, Engage in facilitated discussion to look at our current systems of providing “Access” investigate process for improving outcomes” for consumers. Subcommittee members will begin giving a step-by-step process overview of their Access systems, outlining how calls are handled from beginning to end of the process.

Electronic Communication Status:

Long Term Care Task Force – “G:” Drive Folder			
Item #	Category Description	Category Entries (Y-T-D)	Comments / Status
1.	Meeting Agendas	2	On-going
2.	Meeting Minutes	2	On-going
3.	Meeting Notice	2	On-going
4.	Meeting Schedule	1	On-going, meeting location may change as needed.
5.	Mission Statement	1	On-going
6.	LTC System Change Task Force/Access Mission Document	1	In process of posting to Website Folder.
7.	LTC System Change Task Force/Access Grid Document	1	In process of posting to Website Folder.

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	LTC System Change Task		In process of posting

Long Term Care Task Force – Website Folder

7.	Force/Access Grid Document	1	to Website
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