

# **AGING AND DISABILITY RESOURCE CENTER PILOT SITE MEETING**

**December 18, 2008**

**9:30-2:00 pm**

**NNCIL – Sparks**

Call in: 888-363-4735

Access code: 4522177

Tina Gerber-Winn, Brittney Fleischner, Grady Tarbutton, Lisa Erquiaga, Cheyenne Holcomb, Dominique Joseph, Mary Alice Denning, Debbie Enos, Tiffany Young.

## **1. Minutes Review from Last Meeting**

The minutes from the October 30th meeting were approved as written. Previous meeting minutes can be found on the Division for Aging website on the ADRC tab.

## **2. Marketing**

Phil Ulibarri from Washoe County District Health Department introduced himself and gave some of his marketing history. Phil brought samples of some of his previous marketing campaigns and gave a Power Point presentation. Phil talked about how marketing can be done for very little cost and the benefits of joining with other groups that have the same target audience. The group discussed what the marketing message would be and how to market the three sites. They also discussed whether or not they were ready to move forward with marketing the ADRCs. The grantees felt they were ready but worried about the lack of resources they had. The next step would be to meet with a focus group to define the scope of a marketing campaign.

## **3. Evaluations on the go Forward – Sanford Center**

Dominique gave an update of the Consumer Intake Surveys. There is some confusion over the differences between 211, ADRC and Nevada Care Connection. This will be addressed during the focus group meetings on marketing the ADRCs. Dominique expressed an interest in editing the survey down from seven pages. The previous survey was four pages long and had a 40% return rate. The current evaluations should continue to be sent out and should include a cover letter. Tina stated the data tracking tools should be used by each site.

## **4. Data Entry into SAMS**

The group discussed their procedures for entering information into SAMS. RAGE uses SAMS as their database. Other sites are inputting client's information into more than one database. Tina discussed creating a report in SAMS that will track the pertinent information that needs to be captured. All ADRC sites will need to have some way of collecting data that can be imported into SAMS. Training was scheduled for February 4<sup>th</sup> and 5<sup>th</sup> to teach each site how to collect information and enter it into SAMS.

## **5. Intake Assessment**

The group reviewed an intake assessment completed by RAGE and compared it to an initial ADRC intake assessment created in SAMS. Most of the questions or topic areas were similar. The group agreed that data elements should be identified for an intake assessment and that all sites should commit to collecting this level of information in a data collection system, preferably in SAMS, if the sites do not have some other data collection system. Establishing a minimum data set for each service type would be necessary. The sites would be expected to collect this data for their work and transmit results to the Division at established intervals or as requested.

## **6. Progress towards Fully Functioning Criteria**

The Fully Functioning Single Entry Point System/ADRC criteria established by the Lewin Group was reviewed. The group suggested that we continue to use a color coded list for the progress containing reference to the last update on the status of achieving this criteria.

## **7. Role of the RD Specialist in ADRC**

Debbie Enos provided a brief explanation of the typical role. Because of a lack of time, she agreed to present this topic at another meeting.

## **8. Anything Else**

The next meeting will be face to face at NNCIL.

The first day of training will be on February 4, 2009 from 1:00 PM – 5:00 PM. The session will cover data entry into SAMS.

The second day of training will be on February 5, 2009 from 9:00 AM – @ 3:00 PM. The agenda will be sent out before the meeting.