



Meeting Agenda

Meeting Name: QIC Meeting	Division/Committee: Quality Improvement Committee	
Date: 09/18/2019	Start Time: 3:00	Stop Time: 4:00
Location: Board Room	Facilitator: Terri Dzienis	
Invited Attendees: Sharon Foster, Allison Black, Heather Macdonald, Chrissy Kardos, Steve Smith		

1. Assign Note Taker for today's meeting
2. QIC Membership: EH has now assigned their QIC member as Steve Smith. Welcome!
3. QIC Training:
 - a. LeanOhio Boot Camp Training November 14, 15, 21, & 22 in 2019.
 - b. OPHIX advancing quality and performance practices in population health November 19-20, 2019
4. Submitted QI Project Ideas / Proposals:
 - a. Chrissy assigned to help Annie Butusov complete project proposal for 6/14/19 submitted a QI Project Idea to for their Desk Watch process. Chrissy contacted Annie on 8/23/19, and Annie informed her she no longer needs this project and is revoking her idea submission.
 - b. Review "Easy Access" QI project idea submitted by Sharon Foster on 8/22/19
5. All staff Meeting (10/30/19) QI Content:
 - a. Terri to prepare brief QI summary presentation materials (for 15 minutes time slot) by 10/16/19
 - b. Solicit staff to submit QI project ideas by 10/30/2019 during meeting with having a copy of forms available.
 - c. Terri to work with EH to gather Mini-QI project for Food Program Forms for all-staff meeting boards and provide to Allison by 10/4/19.
 - i. Terri sent email to EH on 8/27/19 and discussed with them on 9/9/19 for them to complete the documentation by 10/4/19.
 - d. Terri to work on Kronos Attendance project wrap up and provide to Allison by 10/4/19. See 8.b. below.
 - e. Allison to Prepare 2 QI project summary poster boards for all-staff meeting by 10/23/19
 - f. Heather to Prepare handout materials for QI Brainstorming, Affinity Diagram, Impact/Control matrix QI Tools exercise for all-staff meeting by 10/15/19



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6. Review Status of action items:

- a. Terri & Kim K: Collect Lean Ohio Boot camp presentations to use as “individual QI tools training” and for QI Project implementation by 9/17/19.
 - i. Reached out to training provider on 8/21/19 and they provided the files on 8/29/19. They have been downloaded to the folder: L:\ALL\Staff Committees\Quality Improvement\QI Training\QI Tool Training
 - ii. Need to review these to determine if they need to be broken out into smaller files or used as is.
- b. Chrissy: Add QI sign/label to QI Supplies cart by 9/17/19. Chrissy completed on 8/27/19.
- c. Heather: Research possibility of offering incentives for QI participation (e.g. Jeans day, time off, garage parking spot, etc). Propose program options to DLT by 9/17/19.
- d. Terri & Allison: Create QI Skills assessment in O365 and email to staff who had an introductory or less QI skill level by 9/17/19. Conclude the assessment by 9/30/19.
 - i. Terri completed the creating the assessment in O365 and emailed to staff on 9/10/19. Staff to complete by 9/17/19.
- e. Provide Staff list of QI tool trainings by 9/30/19 and DLT to completed trainings by 12/31/19 – Dependent and on Hold for item 6.a.

7. QI Projects status (Completed projects)

- a. Terri: Complete the 2017 Immunization Clinics QI Project final steps and documentation (worksheet, graphical display summary, narrative, website, etc.) by 9/30/19.

8. QI Projects status (Active projects)

- a. Kronos Activities – Progress Reported by Terri - Several recent meetings (9/13/19 is most recent) have occurred with the Kronos development programmers; waiting for Kronos programmers to make further. The team also needs to update the activities categories list to be more aligned with ODH annual report categories, which a meeting is scheduled for 8/29/19 to iron out. Once activities list is revised, another testing of the program will occur with the Activities testers. It is planned to implement for all staff by January 2020.
- b. Kronos Attendance – Progress Reported by Terri – Kronos attendance system went live for all staff the week of 4/15/19. Team will evaluate new process steps and collect improvement data to determine if a reduction of time/steps has occurred with the new system. Improvement data collection occurring 9/14/19-9/27/2019 as initiated by Terri on 9/5/19. Data forms due to Terri on 10/4/19 in which she will analyze the data.
- c. Timeliness of Reporting ODRS:
 - i. Chrissy, the project QI Consultant (i.e. leader), contacted the team on 9/10/19 to schedule project meetings. Status?



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- d. Phone Project #2 update – Progress reported by Terri and Heather
 - i. Data need collected again to show improvement, but is dependent on Phone system logs.
 - ii. On 8/21/19, IT emailed Terri to say they don't have reports yet and hope to start that soon.
Terri to followup with IT by 11/30/2019
- 9. Member topics
- 10. Assign action items
- 11. Next Meeting: Wednesday October 15, 2019 @ 3:00pm.