

Meeting Minutes

Meeting Name: QIC Meeting		Location: Board Room	
Date: 09/18/2019		Start Time: 3:00 pm	Stop Time: 4:00 pm
Note Taker: Steve Smith		Facilitator: Terri Dzienis	
Division/ Committee: Quality Improvement Committee			
Attendees: Terri Dzienis, Heather Macdonald, Allison Black, Steve Smith (see attached sign-in sheet)			
MINUTES			
<ol style="list-style-type: none"> 1. Assign Note Taker for today's meeting: Steve Smith 2. QIC Membership: EH has now assigned their QIC member as Steve Smith. Welcome! 3. QIC Training: <ol style="list-style-type: none"> a. LeanOhio Boot Camp Training November 14, 15, 21, & 22 in 2019. <ul style="list-style-type: none"> • Terri is looking into funding for this training. We need at five participants to get the discount rate on the tuition. So far we have three people interested in attending. b. OPHIX advancing quality and performance practices in population health November 19-20, 2019. <ul style="list-style-type: none"> • Differences in OPHIX and LeanOhio Boot Camp training were discussed. Also, registration and pending deadline. So far only one participant Rob Knight, and a few others are interested. 4. Submitted QI Project Ideas / Proposals: <ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • This project has been confirmed as being revoked. EH has a posted position for Admin Specialist 3 that will eliminate the issue of desk watch. b. Review "Easy Access" QI project idea submitted by Sharon Foster on 8/22/19. <ul style="list-style-type: none"> • DLT is in agreement and have the go ahead for the project to move forward with clear identifiers for doorways. Briefly discussed wording which may need further discussion and thought before final decision. • QIC agrees this should be a Just-do-it. Terri to coordinate with DLT to complete. 5. All staff Meeting (10/30/19) QI Content: <ol style="list-style-type: none"> a. Terri to prepare brief QI summary presentation materials (for 15 minutes time slot) by 10/16/19. 			

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- Briefly discussed and on track to meet deadline.
 - b. Solicit staff to submit QI project ideas by 10/30/2019 during meeting with having a copy of forms available.
 - Briefly discussed and on track to meet deadline
 - 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.
 - Progress reported by Terri, and on track to wrap by DL.
 - e. Allison to Prepare 2 QI project summary poster boards for all-staff meeting by 10/23/19.
 - Assigned to Allison. She advised that she will be off work until 10/4, but should have no trouble with completing by 10/23/19 deadline.
 - All-staff boards were discussed at some length...Board type, layout, concept etc...Decided to use the tri-fold Nursing boards for this. The ball is rolling on this project and should meet the deadline.
 - 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.
 - Heather has proposal and has started discussion of content and rules of brainstorming. Heather has advised that she may be off on 10/15/19 (next QIC), but will sit down and discuss beforehand with Terri if she is indeed off on that day. Heather is providing handouts to Jil for proof reading.
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.
 - We have all of the material for the presentations just need to pull the proper slides. Assigned to Allison and she will pull the slides for training due on or by 10/15/2019.

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- b. Chrissy: Add QI sign/label to QI Supplies cart by 9/17/19. Chrissy completed on 8/27/19.
 - Completed. Chrissy not in attendance for this meeting.
- 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.
 - Incentives were discussed. Heather to submit options in writing to Terri for consideration. Several incentives were discussed, from small simple items or perks to much larger ones. i.e. candy, casual day, flex or extended time on assignments or deadlines, Comp time, Jim's parking spot etc.. this project is still in progress and evolving.
 - Also discussed criteria for the incentives. What actions merit the level of incentive received. Smaller incentive given for new ideas submitted and accepted, not just submissions. Larger incentive for participation in and completion of QI projects.
 - Heather to make adjustments to document based on discussion by 10/15/19
- 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.
 - Progress reported by Terri. Unsure if all staff completed by deadline. Terri to review by 9/30/19.
 - The idea was floated of possible pretesting and a post testing after training, with this 9/17/19 assessment serving as the pretest. Nothing decided, needs further discussion.
- 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.
 - Moving forward as discussed in 6.a. Terri will complete update of list and provide to staff by 10/30/19.

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

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the program will occur with the Activities testers. It is planned to implement for all staff by January 2020.

- Progress Reported by Terri- Slowly moving along. Weekly meetings with Kronos
 - 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.
 - Progress Reported by Terri-Once data is received by Terri and analyzed it will then be turned over to Allison. Deadline set for 10/11/19.
 - 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?
 - Status unknown. Chrissy not in attendance for this meeting.
 - 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
 - Discussed, but no new information. Hope to have reports, data, and the ability to move forward by 11/30/2019.
9. Member topics
- Allison suggested it would be a good time to begin working on a QI project idea submission for STI testing and the possibilities to save money and improve patient care. We discussed options and funding. We discussed ideas brought up by Heather to analyze possible changes to make better use of supplies and procedure, and the most efficient days testing should be performed.
 - Heather & Allison to write up QI project ideas form and submit on their topic.
10. Assign action items- See notes throughout meeting minutes.
11. Next Meeting: Wednesday October 16, 2019 @ 3:00pm.

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ACTION ITEMS		
Item	Person Responsible	Deadline
Terri to coordinate with DLT to complete "Easy Access" just-do-it.	Terri	11/30/2019
Finalize the "individual QI Tools training" document with electronic Lean Ohio presentations (once received) and additional videos; provide to staff.	Terri	10/30/2019
Breakout electronic Lean Ohio presentations into separate QI tool presentations to use for trainings	Allison	10/15/2019
Research incentives that could be offered for QI participation. Prepare proposal to submit to DLT.	Heather	10/15/2019
Submit QI project idea forms for STI testing/clinic improvement ideas	Heather & Allison	10/15/2019
Complete initiation of Kronos Attendance improvement data collection then Analyze data and complete summary for all-staff meeting boards	Terri	10/11/2019
Review completed QI Skills surveys in O365 to confirm all necessary staff completed them	Terri & Allison	09/30/2019
Contact ODRS project team members to setup project meetings and kick off project	Chrissy	10/15/2019
Get phone data report options from IT for Phone #2 project. Follow-up with IT	Terri	11/30/2019
Prepare brief QI summary for All-staff meeting	Terri	10/16/2019
Terri to work with EH to gather Mini-QI project for Food Program Forms for all-staff meeting boards	Terri	10/04/2019
Prepare 2 QI project summary poster boards for all-staff meeting	Allison	10/23/2019
Prepare handout materials for QI Brainstorming, Affinity Diagram, Impact/Control matrix QI Tools exercise for all-staff meeting	Heather	10/15/2019
Complete QIC Meeting Minutes	Steve	09/25/2019
APPROVAL		
<i>These minutes represent a true and accurate record of this meeting to be the best of my knowledge.</i>		
Person Responsible:		Date:
Meeting minutes submitted by:	Steve Smith	09/20/2019
Meeting minutes approved by:	Terri Dzienis	10/15/2019



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Meeting Sign-in Sheet

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	

Attendees:	Representing (Agency, Division, etc):	E-mail Address (Optional):
TERRI DZIENIS	APC	
Steve Smith	EH	
ALLISON BICK	NURSING	
HEATHER	LAB	

Invited but not in attendance:		
Chrissy - Sick off sick		
Sharon - Pr Dept		