



MINDSOURCE

BRAIN INJURY NETWORK



Colorado Traumatic Brain Injury Trust Fund
Research and Program Evaluation Committee Meeting Minutes

Date: 7/15/19

Time: 3:30 – 4:00 p.m.

TYPE OF MEETING	Monthly Research and Program Evaluation Committee Meeting		
FACILITATOR(S)	Judy Dettmer		
ATTENDEES			
NAME	POSITION	PRESENT	STAFF Present
(Members)			Judy Dettmer
Ken Scott	Chair	<input checked="" type="checkbox"/>	Karen Ferrington
Terry Chase	Committee Member	<input checked="" type="checkbox"/>	
Dawn Comstock	Committee Member	<input checked="" type="checkbox"/>	
Catherine Johnston-Brooks	Committee Member	<input type="checkbox"/>	
Jenn Coker	Committee Member	<input checked="" type="checkbox"/>	
Jason Kacmarski	Committee Member	<input type="checkbox"/>	

1. Introductions and review of agenda

2. Agenda topic: MINDSOURCE Data Reporting (Review of October 2018 Reporting Materials and Discuss Materials and Presentation Format Recommendations for 2019)

Discussion	<p>Reviewed objective for today which is getting new and existing members on the same page about the client services program at BIAC and the areas of focus this committee has on improving the reporting within the Annual Report and at the October Trust Fund Board meeting. MINDSOURCE, with the committee's support, can help BIAC tailor annual reporting to be clear, relevant, and of the right amount of content for board members. Based on today's discussion, we want to give BIAC recommendations for October meeting format, so last year's materials were distributed (powerpoint presentation, annual report and other documents).</p> <p>Some background information was shared for the benefit of the new committee members:</p> <ul style="list-style-type: none"> • BIAC just completed its 3rd year of client services, outreach, classes and workshops and education consultation. BIAC provides limited data to MINDSOURCE monthly with more extensive reporting biannually. • Client services underwent a fairly significant overhaul between years 2 and 3 moving from a one-size fits all program of 2 years of general case management to a move customized program of 1) resource navigation (on demand) for brief targeted needs such as help with completing an app, locating specialized supports and services in the community, understanding TBI, etc. and 2) self-management - a skills program that is meant to increase independence among individuals with TBI by working appr. 4 hours/month for 6 months to create greater self-sufficiency in areas such as organization, communication, scheduling/planning. This program is more intensive, involves homework by the client, etc. • Therefore, this October, the Board will be hearing new data points about a revised program one year in existence. • These two programs result in different types of data collection opportunities. • This committee has expressed interest in examining how we might tie BIAC services to other basic need, community outcomes. There will be opportunity to look at bigger picture options such as these at the time of the next RFP cycle. <p>Discussion:</p> <p>Acknowledgement that different individuals are interested in different information, so we need to achieve a</p>
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	<p>written report that achieves a balance between numbers/data and more personal information such as first personal accounts, pictures, etc.</p> <p>The content needs to be understandable for the Board as well as the general public.</p> <p>Agreement to de-emphasize slide deck presentation and work towards achieving more interaction between BIAC staff and board members.</p> <p>Tentative plan is to distribute the written annual report ahead of time and then use the October meeting for Q&A instead of a slide deck presentation. So that the discussions between the board and staff are most useful and productive, MINDSOURCE will work in advance to make sure:</p> <ul style="list-style-type: none"> • the report is organized effectively • there is strong clarity on data sources and data collection sources • tables, charts and graphs will be numbered tying them to the Table of Contents and the general report content; will include descriptive titles/labels • numbers, when presented, will be unambiguous with background numbers for, for example, percentages highlighted. • we use the expertise of this committee to provide feedback on content to BIAC within a <u>draft</u> written report document • goals and objectives are tied with the progress achieved (in the same section) <p>Decision to use a platform like Google Drive for providing feedback vs. using meeting time.</p>		
Action Items		Person(s) Responsible	Deadline
1.	After draft annual report is available, MINDSOURCE will conduct a first review and assure that suggestions listed above are accomplished.	Karen and Judy	Aug-September 2019
2.	The draft report will then be disseminated through Google Docs for committee members for review and input in preparation for the final report.	Committee Members	

Next Meeting: Retreat, August 1, 2019 in Grand Junction