

RNOC TBI - Integration Project

Steering Committee Meeting The Rehabilitation Centre " 2nd Floor, Conference Room "A" Tuesday, December 11th 2 - 4 p.m.

Draft Minutes

Present: Dr. Dan Deforge (Chair), Lloyd Cowin, Nancy Jaworski, Angela Chan, Dr. Shawn Marshall, Dorothyann Curran, Janie Tippins (Recorder), Elly Nadorp, Beverley Leeks, Dr. Ed Lemaire, (?? - Bonnie Destounis, Karen Roosen, Jo-Anne O'Brien, Christine McCool, Anna McCormick, Ann Marcotte)

Regrets: Dr. Mark Ferland, Teresa Van Dongen, Shelly Matthews

Guest: Bob Power

Agenda Item	Discussion/Decisions	Action
1. Welcome	Dan welcomed everyone and people introduced themselves.	
2. Business Arising	<p>There were no minutes for circulation. The project staff indicated that their energies have been focused on implementing quality consultation workshops and that creating the past minutes had been given lower priorities.</p> <p>Beverley indicated that business arising – consultation workshops, would be covered in the presentation made by Dan at Agenda item #3.</p>	
3. Project Team Report Monday, November 27th	<p>Dan briefed the Committee on the recent discussions and decisions made at the previous Project Team meeting. A copy of the Draft Minutes was circulated. Highlights are as follows:</p> <p><u>Consultation Format</u></p> <p>The project staff had made a recommendation on what they felt would be the most effective means of consulting the maximum number of stakeholders, given the current resources (time, money, people).</p> <p><u>Consultation Packages</u></p> <p>It was acknowledged that due to the limited time frames, distribution of the information packages ahead of time for the December workshops was not possible. Rather than a starting date of September 15th, the project effectively commenced with staff in early November. In order to bring the project back on schedule, it was decided to implement workshops (w/focus groups) in December and the balance would occur by mid-January. This schedule resulted in a tight time frame which resulted in moved forward with the workshop consultations with the knowledge that there would not be enough time to send out advanced orientation packages for the December participants.</p> <p><u>Visit to SAAQ January 24th</u></p> <p>Members of the Project Team will be going to Montreal to visit the SAAQ in order seek information and have a demonstration of their services, which would be valuable for the development of our web site and databases. Province Monopoly of Insurance: Saskatchewan, Manitoba, and British Columbia.</p>	
4. Consultation Workshop Update	<p>The project staff made a presentation.</p> <p>Beverley presented all members with a complete package of what given to the participants who attended the workshops in December. As well, the overhead transparencies were displayed on screen. Beverley discussed how and why the various information was considered pertinent. The Itinerary flow chart for the day's workshop was discussed in detail.</p>	

Consulted Feedback

Info/resources – Brochure for P + CGS

Comp inventory

-Association

-Providers

-Com. Resource grouped by the systems, etc.

Educational Training

-TBI

-Mapping

-Local – not

Web Site

-Structure

-Color

-Links

-All people try it

-Insurance – updates and changes

-Waiting lists

Caregivers - Focus Group Input

Elly was the Facilitator for both of the workshops to-date (Renfrew and the 1st Ottawa workshop).

The focus group flip chart notes were displayed on the overhead and Elly summarized the findings.

People with TBI - Focus Group Input

Mr. Timothy Andradés was the facilitator of discussions for both Renfrew and the 1st Ottawa Workshop. Timothy's flip chart sheets were put up on the wall and Beverley summarized the input on his behalf.

Service Providers – Focus Group Input

Beverley gave a verbal presentation of the input provided by the Service Providers from both focus group discussions

Evaluation Forms, Facilitator's Debriefings

Feedback from the Steering Committee - Consultation Packages

The project staff gave each member a complete package (of the Consultation Workshop packages). Beverley and Elly presented the structure, general feedback and challenges to-date. A Q&A followed.

January participant's packages will be forwarded as early as possible. The project staff noted that the limiting factors included:

- Packages can only be sent out once we receive the names of who will participate (this often occurs only shortly before the workshop (courier services are being used to expedite the process)
- French translation of the materials was scheduled to occur once we reviewed the December workshop feedback questionnaires re: the value of the materials contained in the packages, and information presented at the orientation session worked, as it related to the workshop goals
- Feedback by people w/TBI and the Caregivers was that the information in the "Primer for Discussion" was good, but not completely understood. Service Provider's liked the depth of information.
- Although it was noted on SOME the feedback questionnaires that there was not enough time, it was acknowledged that the stakeholders were **consulted in advance** (re: time of day and length of the workshops) to ensure ability to attend. The workshops were formatted using this information.

	<p><u>Decision/Feedback:</u> The document “Primer for Discussion” which is included in the information packages be modified as follows:</p> <ul style="list-style-type: none"> • People w/TBI and Caregivers: Reduced to a one pager. • The longer version should be made available during the workshop registration in advance of the plenary session. • Service Providers would continue to receive the Primer document in its current state • Given that people would have their packages ahead of time, that some of the elements in the slide presentation could be removed. • The over-head content for December had been appropriate, given that packages were not available prior to the workshop. <p><u>Rationale:</u></p> <ul style="list-style-type: none"> • Memory issues for people w/TBI may be a problem if the document is too long. A shorter – CONCISE document highlighting the key points would be of greater value, and closer to the highlights outlined on the slides shown at the workshops. • Complexity of the full “Primer” document (and the technical jargon) may cause more confusion than it is helpful. <p>The recency of the information would be more valuable for non-Service Providers.</p>	
5. Working Groups	<p><u>January Schedule</u></p> <p>Based on the pending work for the project, Beverley indicated that it was most probable that the following small working groups would need to be created. Final determination of resources (people and time) and feedback from the focus groups would verify the viability of creating this many structures. Stakeholders will be invited to participate.</p> <ul style="list-style-type: none"> ▪ Standard Decision Making Tool (SDMT) ▪ Web Site Development ▪ Educational/Training Sessions ▪ Communications plan / promotional materials ▪ Mock Trial (Organization and Actors) • Pilot Testing of Web/SDMT 	
6. Other Business		