

**RNOC TBI INTEGRATION PROJECT
PROJECT TEAM MEETING
NOVEMBER 29, 2001**

Present : Dr. Shawn Marshall, Dr. Dan DeForge, Dorothy Ann Curran, Beverley Leeks,
Elly Nadorp
Regrets: Ed Lemaire, Lloyd Cowin, Mark Ferland

Item	Discussion/Decision	Action
Consultation	<p>Beverley and Elly provided the project team with updated information about the upcoming consultations. At present the main focus is on organizing the consultations in Pembroke (Dec.7) and Ottawa (Dec.10). Beverley outlined the budget for 7 consultations including costs for facilitators, food, mileage for clients and caregivers (rural areas only) parking and respite care. The total budget for the 7 consultations is \$15,705.</p> <p>What is a new TBI? Anybody who is within 2years post injury.</p> <p>Who should we target in the consultations? Those individuals who have a moderate to severe brain injury. Who are the stakeholders? Primary stakeholders are the service providers, secondary stakeholders are the clients.</p> <p>It was decided to use “ Managing the Seams “as the theme of the consultations. The subtitle will be “ a project aimed at developing smoother transitions between institutions and services”.</p> <p>Regarding the rules and processes of our focus groups, Dr. Marshall suggested to ask participants to rank priorities. By asking the right questions in our surveys, we not only will meet the requirements of the project, we might also be able to present and publicize our findings. Beverley and Elly identified the need for help with the surveys . We need 3 different surveys, one for clients, one for caregivers and one for service providers. Dorothy Ann will help with the design of the questionnaires.</p>	Dorothy Ann

Web Site Design	<p>Beverley will meet with R+M consultants in Toronto regarding the Web Site Design. Issues to discuss: 1. protection of patient data, 2. decision making tool and 3. resources.</p> <p>It was noted that we needed to develop a RNOC Web page. RNOC will have to identify a number of people who can help with the design of the front page of the Web Site.</p>	
Decision Making Tool	<p>In terms of the decision making tool, there are some existing tools we can look at, for instance the Sirius Scale, SAAC and the tool that the Toronto ABI Network is presently using. Dr. Marshall recommended to use the CIHI questions and add on according to our needs</p>	
Communication Plan	<p>It was identified that we need to develop a communication plan to communicate the Project to the Public.</p> <p>The long Term Care Office has allocated \$ for an education day. We could possibly piggy back on this initiative. Also, June is Brain Injury Awareness Month. It would be a good time to publicize our project at that time.</p>	
Evaluation Consultation	<p>There is a request to form a small working group with Bob Powers to work on the evaluation part of the Project.</p>	
Next Meeting	<p>Next project team meeting should be scheduled for Dec. 13 or Dec. 14.</p>	