

ORCHIDS Workgroup

Meeting Minutes

December
13, 2006

OFH Department of Human Services

<p>Facilitator: Cyndi Durham-OFH, Recorder: Renee Schneider County Participants: Jan Wallinder-Multnomah, Sue Omel-Washington, Chris Thomas- Malheur, Anne Olson-Deschutes, Ellen Mallon & Jana Austin-Hood River, Pam Stuver-Lane, Lynn McConnell-Clatsop, Rosie Beith-Union, Diane Rose-Coos, Kathy DeVoss-Klamath, Rhonda Mann-Marion OFH Participants: Claudia Bingham, Ruth Helsley, Francine Goodrich, Dianna Pickett, Frank Steinkellner, Elvin Yuen, Maureen McNamer, Stan Smith,</p>					
AGENDA ITEM	Discussion Points	WHO	Outcome/Follow-up	When	By Whom
Introductions and Agenda	Favorite public health moment.	All	Participants shared their name, county and a favorite public health moment.		
FamilyNet Overview and Governing Structure	See associated PowerPoint presentation. In addition it was presented that The state Office of Information Services is working with (Committee of Local Health Officials, Information Services CLHO-IS to address interoperability. Both state and county technical staff and business staff will need to address interoperability. "Business" includes program (eg. B1st!, CaCoon, WIC, Immunization) representatives including management and front line staff. The difference between an electronic medical record (EMR) and a case management system was reviewed. A EMR is designed for clinical care and are designed for acute care charting. Case management systems are broader and designed to provide a feedback loop which facilitates evaluation and the promotion of best practice by capturing outcomes, interventions and activities.	Frank Steinkellner	Info. only no follow up needed.	N/A	N/A
ORCHIDS Workgroup	All members reviewed the charter. Background on the Scope of the work team was	All	Each member supported the charter, proposed meeting process, and ground rules. The Charter. Proposed around rules and meeting		

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process	<p>shared. Some of the items gathered on the ORCHIDS forms are data points shared by both TWIST and IRIS (eg. "Client Master") . Therefore topics and decisions may need to be addressed by other groups such as Family Net Users Group (FNUG) The FamilyNet steering committee, and the ORCHIDS steering.</p> <p>Proposed Meeting Structure:</p> <ol style="list-style-type: none">1.Decisions to be made via consensus* See attached definition of consensus.2.Quorum for decision-making will be seven county reps and two state reps.3.Quorum for Meeting will be four county reps and one state rep.4. One vote per county,5. State staff do not "vote",6. Guests/Observers are welcomed but will not vote. <p>State staff shared that as we move through our process more will be learned about costs & benefits. Balancing costs and benefits will be at the core of the work group.</p> <p>Proposed Ground Rules:</p> <ol style="list-style-type: none">1.Notify Maureen ASAP re: absence Maureen.c.mcnamer@state.or.us 971-673-02662. Start and end on time3.If absent, catch up before the next meeting4. Value all input5. Equal Participation		structure adopted.		
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<p>ORCHIDS Workgroup process Cont'd</p>	<p>6. Parking Lot will be used for topics that are not appropriate for this work group but need follow up. State team will provide updates on which entity/committee is responsible for the item.</p> <p>Question 1: Is it the responsibility of county workgroup members to communicate with and get feedback from other counties?</p> <p>Question 2: What happens with the workgroup decisions?</p> <p>Question 3: Will votes happen at the time of the meeting or will participants be able to consult their local team prior to voting?</p> <p>Question 4: Is this work group a place for counties to bring their concerns about MDE/Case Management/ORCHIDS or is this work group being called to respond to state staff needs?</p>		<p>A1. Minutes will be posted on the Babies First web page along with who is participating on the workgroup. Other counties will be encouraged to read the minutes and to contact workgroup members with questions. State participants are also available to answer questions. (http://www.oregon.gov/DHS/ph/ch/bf1/index.shtml or Google "Babies First Oregon" and it is the first response that appears.)</p> <p>A2. A clear description of where decisions go, the weight of the recommendations, and other groups (e.g. FamilyNet Users Group, ORCHIDS Steering Committee, etc) that impact the decision-making process will be provided at the next meeting.</p> <p>A3. When possible the vote will take place at the time of the meeting but the group will defer the vote if necessary.</p> <p>A4. The work group is a place to bring county concerns about MDE/Case Management/ORCHIDS in general as well as a place for state staff to seek feedback from counties.</p> <p>A = Answer</p>	<p>Within 10 days of meeting.</p> <p>Jan.10, 2007</p>	<p>State staff</p> <p>State Staff</p>
<p>Gen Discussion</p>	<p>Frustration was expressed at not hearing back about recommendations previously submitted to the Office of Family Health (OFH) by MCH-CLHO members.</p>	<p>County Participants</p>	<p>The MCH-CLHO recommendations will be forwarded to workgroup members for review. The status of the feedback will be discussed in the next workgroup meeting. Recommendations from pilot sites will be brought to the group.</p>	<p>Jan 10, 2007</p>	<p>State Staff</p>
<p>ORCHIDS Workgroup</p>		<p>Maureen McNamer</p>	<p>Meet twice a month for two hours, two to four pm.</p>	<p>Next meeting 1-10-07</p>	<p>All</p>

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Meeting Schedule			Meet the second and fourth Wednesday of every month. January is an exception, with meetings the second (1/10/07) and the fifth (1/31/07) Wednesdays.		
First Task	How to set up the county code using up to six alpha or numeric characters that would be unique to each county. County codes need to be available across all programs to be useful to counties.	Maureen McNamer	Anticipated uses: tracking private grants, donations, individual programs: Parents as Teachers. The group was in general agreement; the county code field should be on all program forms. Item was tabled until a clear process for decision-making and change control is established.	1-10-2007	State Staff
Next Agenda Item suggestions	Define change control process, including change schedule. Define decision-making structure and how workgroup tasks fit into the larger process of the project. Review MCH-CLHO recommendations.				

*Consensus is a group process where the input of everyone is carefully considered and an outcome is crafted that best meets the needs of the group. It is a process of synthesizing the wisdom of all the participants into the best decision possible at the time. The root of consensus is the word consent, which means to give permission to. When you consent to a decision, you are giving your permission to the group to go ahead with the decision. You may disagree with the decision, but based on listening to everyone else's input, all the individuals agree to let the decision go forward, because the decision is the best one the entire group can achieve at the current time.

The heart of consensus is a cooperative intent, where the members are willing to work together to find the solution that meets the needs of the group. The cooperative nature of consensus is different mindset from the competitive nature of majority voting. In a consensus process the members come together to find or create the best solutions by working together. Key attributes to successful participation include humility, willingness to listen to others and see their perspectives, and willingness to share your own ideas but not insist they are the best ones.

What consensus is not: It is not unanimous agreement. Participants may consent to a decision they disagree with, but recognize meets the needs of the group and therefore give permission to move forward.