Data Committee Meeting Notes

**Quarterly Meeting**

**Lake of the Torches Resort, Lac Du Flambeau, WI**

**Thursday, August 8, 2019**

Attendance: Jeanne Meyer, Kim Cable (Secretary), Michelle Friedrich (Co-Chair), Becky Veium and Isabel Kluge

1. **Provider Survey**

Discussion held on history, purpose and future use.

* Carries explained it’s a COC Interim Rule which requires a survey be annually conducted for gaps and needs for geographical areas.
* Carrie also uses the information collected in the COC application.
* The purpose of collecting the information is to:
  + guide the COC Board’s strategic planning
  + generate a work-plan that guides future work
  + effect change that will impact over time
* The Survey will be presented at the next quarterly meeting. Carrie believes she will introduce it on Friday, November 8th. There will be an hour given on the agenda. Michelle Friedreich will provide a brief presentation with help from Committee members. After the presentation, membership will break into focus groups. The purpose is to have each focus group review the questions and provide feedback. Members of the gaps and needs committee will walk around and provide facilitation among the tables as needed.

1. **Next Steps**

The survey needs to be sent out to all the committee members prior to the next meeting. Additionally:

* A full list of all the committee members names needs to be distributed to all of us.
* Data Committee members should review the survey prior to the next meeting. The next meeting is set for **9:00 AM on Tuesday, August 27, 2019. All following meetings will be set for the 4th Tuesday of every month at 9:00 AM.** Michelle Friedrich will speak with Michelle Frampton to set up a meeting online. Information will be forthcoming.
* Michelle Frampton replaced Adrienne at the COC level. If either Michelle Friedrich or Frampton cannot facilitate the August 27th meeting, then Kim Cable has graciously offered to facilitate this and I (Jeanne) have offered to be the secretary.
* When reviewing the survey, keep in mind what type of question is it. What information is it getting at? Is it actually getting at a gap or a need by the way its written.
* Also keep in mind the survey needs to collect information that will be used in practical ways to implement change.
* We want to ensure that its designed with a purpose and used for the purpose it was designed for.

1. **Next Meeting**

Tuesday, August 27, 2019 at 9:00 AM. Online meeting information forthcoming.