**Independent Living Strategic Planning Meeting**

**August 21, 2012**

Attending: Tracey, Rhonda, Tamesha, Stephanie, Izmane, Debbie, Jennifer, Nellie, Sam, Laura, Ryan

We began by asking the group to identify 1 to 3 things they would like to improve in as a program in the next year and what steps need to happen for the improvement to occur.

The items identified are as follows:

**Goal:** Timely submission of required paperwork.

**Action Steps:**

Review IL Contract with Data Manager to clarify reporting requirements. (Quarter 1)

Review current paperwork submitted monthly to determine if it is still required and/or useful.

(Quarter 1)

Clarify reporting requirements for IL adults and adjust requirements accordingly with respect to Medical manager entries and service tracking forms. (Quarter 1)

Set due dates for specific items and communicate them clearly to IL Counselors. (Quarter 1)

**Measure of Accomplishment:**

Track paperwork submissions by counselor and receive feedback from Data Department monthly.

**Goal:** Explore more efficient ways of providing IL services to out of district youth.

**Action Steps:**

Brainstorm ideas in a meeting with all IL staff present. (Quarter 1)

Check with other IL service providers to see how they deal with out of district youth. (Quarter1)

Experiment with some of the ideas gathered in the first two action steps to see if they are viable. (Quarter 1, 2)

**Measure of Accomplishment:**

It will be considered effective if quality services can be provided with less travel and more efficient use of counselor’s time.

**Goal:** Increase effectiveness of communication among the IL team.

**Action Steps:**

Continue to hold and document monthly staff meetings to review programmatic requirements and upcoming events. (Quarters 1-4)

Engage in regular communication with the Data Department by including them in the monthly staff meetings. (Quarter 1-4)

Ensure compliance with PFSF requests in a timely manner. (Quarter 1-4)

**Measure of Accomplishment:**

Regular data tracking with regards to contract compliance and meeting deadlines for paperwork will determine if the communication has improved.