Embrace-CT InCK Needs Assessment Design Group

Meeting Name	Embrace-CT InCK Needs Assessment Design Group	Meeting Date and Time	Tuesday 08/24/2021 2:30-4p
Meeting Purpose	Develop needs screener and administration process for CT-InCK	Meeting Time	Join the Zoom call: https://zoom.us/j/8424051175?pwd=eDFWak1h SklHVXhkVERSSGZpTG5jdz09

Attendees					
	Name	**Role, organization**		**Name**	**Role, organization**
X	Dr. Megan Smith	Member, Connecticut Hospital Association	X	Mikaela Honhongva	Co-Facilitator, Clifford Beers
X	Alice Corrigan	CHO, Clifford Beers	X	Leslie Brown	CHO, Clifford Beers
A	Ken Okwuosa	CHO, Clifford Beers	X	Erica Garcia-Young	Member, DSS
A	Dashni Sathasivam	Member, Health Equity Solutions	A	Robert Plant	Member, Beacon Health Options
X	Jennifer Gagnon	Member, Beacon Health Options	X	Smruti Vartak	Member, Beacon Health Options
X	Bernadette DAlmeida	Member, Community Health Network	X	Tressa Spears	Member, Community Health Network
X	Lauren Kelley	Member, Project Access-New Haven	X	Hannah Croasmun	Member, Christian Community Action
X	Bethany Zorba	Member, Department of Children and Families	A	Yvette Cortez	Member, Department of Children and Families
X	Claudette Kidd	CHO, Clifford Beers	X	Jennifer Richmond	Clifford Beers

Reminders/Definitions

1. **Group Agreements:**
   a. Respectful participation
   b. Speak truth!
   c. Listen to understand
   d. Agree to disagree
   e. Expect discomfort/growing edge
2. **Health Equity working definition:** Everyone has a fair and just opportunity to obtain their optimal health regardless of race, ethnicity, disability, gender identity, sexual orientation, or socioeconomic status. (Health Equity Solutions)
3. **Housing Stability working definition**: Stable Housing means households have a choice over when and under what circumstances to move. They do not live in perpetual uncertainty about their housing needs. Households are able to afford monthly housing payments without it taking up a significant portion of their budget. (Corporation for Enterprise Development)
4. **Food Security working definition**: Food insecurity is defined as a lack of consistent access to enough food for every person in a household to live an active, healthy life. This can be a temporary situation for a household or

can last a long time. Food insecurity is one way we can measure how many people cannot afford food.
(Feeding America)

Agenda Topic	Key Discussion Points / Decisions	Notes
1. **Welcome (5m)**		
2. **Review of successes! (10m)**	a. Best Practices b. Process Guidelines c. Food security questions: Children's HealthWatch d. Housing stability questions Children's HealthWatch e. Substance use disorder questions: CRAFFT f. Functional Impairment questions: Ohio and SWYC	
3. **Pilot recommendations (15m)**	a. What to include in process b. How to invite families c. How to collect feedback d. How to circle back to families e. Who should be invited?	a. Script for how process will be introduced including consent b. Documentation on ways to document feedback c. Questions that are confusing, that people didnt want to respond to. d. Start small e. Constantly get qualitative feedback - focus groups or adaptation via virtual f. Project launch did a pilot. Someone helped train provider. Provide a training day. g. Stipend for those participating in pilot. h. Share a flyer to invite families to participate i. PANH they have sent out info on focus groups and they are willing to post on social media. sometimes people want to share experiences and want to talk. j. Work with community collaborative or FAVOR.

		k. Do a couple different groups to see feedback. They've done a process of doing a more open ended way of asking what was their interpretation of question was asked. l. Identify different aspects of pilot - self report and have people do different versions like self report vs interview style. m. Making sure we time it all. Figure out timing for each version (self led, interview, canvas, etc). Include translation version. n. Pick an org with diverse population. Have a growing pop of other and make sure they are included up front. o. Require those administering to take it themselves. p. When scripting try to make it more bullet style or somehow make it flexible for person who is reading. q. Decide what type of approach we want in interview style -eg motivational interviewing style r. Create draft proposal and process for pilot and initial approach including scripting. s. Host a party and something with food and tokens of appreciation and gave a brief presentation or one pager they gave out. t. Pilot PANH did where the collected survey data and created a text communication with a video they got. u. DSS in partnership with DCF and DMHAS - membership councils that exist. CFAC - provided feedback to a group that already met. Used an

		established group and ask to be on agenda.
		v. IRB?
		w. Do we want to use the responses from this for the real NC if they are
		x. How would we do a benefit payment? They're looking more at provider incentive.
		y. Think about different family structures as well as ages.
		z. Think about how the data will be pre-populated in the needs convo
		aa. for timeline maybe focus on one focus group. Also do it among team members and quickly identify what is sounding right, if we're getting where we need to go
		bb.
4. Thank you and wrap-up (3m)		

Action Item(s):	Person Responsible	Date Due
1.		
2.		
3.		
4.		
5.		

From Me to Embrace NH CT-InCK: (Direct Message) 02:29 PM

Just a heads up this is the same link as for the needs convo design group so my folks are going to be coming in now

From Embrace NH CT-InCK to Me: (Direct Message) 02:29 PM

Ok. thanks

From Charles Dawkins to Everyone: 02:31 PM

Great dialogue

From Embrace NH CT-InCK to Everyone: 02:32 PM

Thank you Charles - so glad you could be apart of this

From Brittany Williams to Everyone: 02:33 PM

Thank you!

From Bethany Zorba - DCF to Me: (Direct Message) 02:35 PM

Hi. Everyone is frozen so I am going to log out and log back in. Thanks.

From Erica Garcia-Young to Everyone: 02:37 PM

BRB

From Bern to Everyone: 02:47 PM

Thank you

From Tressa Spears Jackson to Everyone: 02:48 PM

Hi, I apologize for joining late. My last meeting ran over.

From Embrace NH CT-InCK to Everyone: 02:48 PM

Welcome Tressa

From Bethany Zorba to Everyone: 02:54 PM

Start small!

What about the community collaborative?

Or FAVOR?

Those places have active family participation.

From Embrace NH CT-InCK to Everyone: 02:54 PM

Those are great ideas!

From Bethany Zorba to Everyone: 02:58 PM

Kitty you just dated both of us!

From Kitty Foley Tyrol to Everyone: 02:58 PM

oh boy! LOL

From Smruti Vartak to Everyone: 03:02 PM

Sorry, I am late.

From Claudette Kidd-CHO to Everyone: 03:03 PM

My apologizes, was not sure if I was to attend or not

From Embrace NH CT-InCK to Everyone: 03:04 PM

Welcome Smruti and Claudette

From Claudette Kidd-CHO to Everyone: 03:06 PM

Thank you!

From Erica Garcia-Young to Everyone: 03:10 PM

Consumer and Family Advisory Council (CFAC)