

Early Learning Hub of Linn, Benton & Lincoln Counties

Parent Focus Group Minutes

MEETING COMMENCED	2:00pm, December 6, 2016 LBL-ESD Offices, Albany
MEETING CALLED BY	Kris Wessel
WORK GROUP MEMBERS PRESENT	Sherry Branigan, Clint Peterson, Bettina Schempf, Kristi May, Renee Smith, Paul Smith, LeAnne Trask, Jerri Wolfe, Clarissa Cousins, Patty Parsons
VERSION	

Agenda topics

DISCUSSION ITEM	Welcome, Introductions and Housekeeping (Renee Smith)
	Introduction of each Initial Representative and their favorite December/holiday memories.
	The Hub has been ordering Pollywog branding materials, and we have brought some things today for you to see, including the new wallet cards.

DISCUSSION ITEM	Pollywog Branding Materials / VistaLogic Preview / Website Review / Pollywog Transition (Kris Wessel)
	Review of the new Pollywog website, including classes, resources, and partner information.
	Questions regarding age of language (5 th grade is recommended as the ideal), but that is at odds with Samaritan's language goals.
	Questions regarding the SEOs for search engine optimization.
	The Pollywog Project will be transitioning from the Early Learning Hub and our Project Manager, Kris, to a facilitation contract with Family Connections. They will be answering the phones, gathering resource information, and bringing partners to the table.
	Jerri Wolfe talked about the reason that Family Connections was chosen for this project: they are proficient at registering families for Linn-Benton Community College classes, they are hiring a Coordinator for the position, and they are the agency that Samaritan recommended.
	Family Connections met with the Health Departments this morning, and there is frustration from them over the lack of information. Family Connections talked to them about the fact that we didn't have anything to physically show them until recently, and it was just a concept until then. FC promised to hold another meeting once the roll-out has begun and make room at the table for them.
	There are still lots of details to figure out, but our plan is to "do no harm" and to make things better for everyone involved, especially the families. Some agencies may still have a waiting list, but we will have to work with that as it comes along.
	The Hub is meeting in Lincoln County later this week, and they will be mapping the resources available in Lincoln County with our Lincoln County partners, so that we get everything listed.
	This is a project that we don't have a model for, so when we feel unsure about what to do next, it's natural and reasonable. We just need to remember the over-arching goals of the project and try to move towards that.
	We are working our way through the gray space, but we believe that it will work out if we continue on this course.
	Review of the new VistaLogic database, including the 11 modules that Pollywog has purchased, such as contacts, clients, and referrals.

People will be getting lots of training, and will be comfortable using the database by the time it's over.
This is a HIPPA protected database, and not all users will be able to see all data. Also, Samaritan has agreed to create a "Release of Data" that new contacts will sign, and will allow their Maternal Care Coordinators to input personal data into the Pollywog system.
The CCO is giving us 6 tablets, that the Maternal Care Coordinators will use to input personal information into Pollywog.
It will also be possible for partners to specify which other agencies can (or cannot) view their client data.

DISCUSSION ITEM	Communication Planning
This plan is for how our partners with communicate together: the provider community at large (not families).	
General information – who, what, where, how	
What's in it for the provider? What value/benefit does it provide to me?	
How do we engage them? How do they implement?	
What about the line staff (from each agency)? The "doers" – how do we explain this process to them?	
Start with the "why": why does Pollywog exist? Then, what's in it for me? How do I use it in my organization?	
It's a mistake not to consider that we need to communicate with the families – a public awareness campaign for families: why, what, how	
We start out with families coming to Pollywog to register for prenatal and postnatal classes, and then we introduce them to the rest of Pollywog's services: Healthy Families, Health Navigators, etc.	
We (agencies) have never really shared data before, and it's a little frightening. We have a release form that gives us an opportunity to make that leap.	
Information collection will inform the next steps.	
An accreditation process might be helpful as we begin this process: an avatar client that we walk through the process from start to finish, maybe a couple that have totally different needs. Could be a useful exercise.	
Do we have buy-in from the hierarchy at our partner organizations? Most organizations are accepting the invitation to join Pollywog without getting convincing their higher-ups getting involved.	
We start out with an awareness, and then we blast out our message when we are ready to begin.	

DISCUSSION ITEM	Future Meeting Schedule
Late January, when we can begin crafting our message to families and other agencies, we need to have another meeting.	
Do we wait until the Albany roll-out has its feet under it?	
We really need to work on the "Why": why participate?	
We need a Basecamp project for Pollywog, but we are maxed out. We'll work on it...	
Let's meet in January and hammer out "why", and if we have time, work on "how" and our timeline.	
The new Pollywog Coordinator should be beginning the job on January 3, so we will work to bring them in as quickly as possible.	

NEXT MEETING	Tuesday, January 17, 2017
2-4:00pm, location TBD (LeAnne will find a location), and will be facilitated Jerri Wolfe.	
MEETING ADJOURNED	4:12pm