

Who Wants to Work (WWTW) Meeting Notes

Date: 03/12/07, 10am @ SPIN

Next Meeting: To Be Announced (early May?)

In attendance:

Andrea Glazer

Trina Losinno

Shauna Roman

Kym Rosario

Michelle Sparling

Today's meeting focused on the following updates:

The Letter: Kathy Sykes has the WWTW letter which will be mailed out to ADT & VOC providers. She is reviewing it and making edits so that it's ready to go out.

The Survey: Everyone reviewed the survey, discussing several edits. Trina suggested that the letter & survey be returned to Kathy Sykes, with a by-line of "Attn: WWTW Committee". (Pre-paid envelopes will be enclosed in mailing.) As surveys are returned to MRS, they will be forwarded to Shauna for compilation. (That way, agencies with confidentiality concerns would be fine with submitting the requested information to MRS.)

The ADT/VOC Report: The WWTW workgroup would still like to pre-populate the surveys with the names of everyone who currently attends that particular program. Larry Pace and Len Kravitz are each working on reports that will provide us with the following information: name of everyone supported in an ADT & VOC program (by agency), and the SC (or SCO) name. Larry forwarded this report to Kathy, who is reviewing it prior to releasing it to us.

The Process: The WWTW group will split up the list of agencies equally, and be the "point person" for each of those agency contacts. Once the initial letter & survey are mailed out, each member of the WWTW group will contact their agency contacts in order to alert them what's coming, and to answer any questions they may have. Then, 2 weeks before it's due – WWTW group members will call the agency contacts back and check-in with how it's going. The providers will be given 30 days to complete the form.

Recruiting New Members: Kim Gary, SC Supervisor from Quality Progressions, has joined the workgroup. She was unable to make this meeting, but will be attending meetings in the future. Please get the word out – we would love additional people to help us in figuring out who wants to work!

Update (post-meeting): Kathy Sykes forwarded the revised WWTW letter to Shauna. She mentioned the WWTW upcoming mailing at the MR Directors Meeting, on 3/14/07, and also has received the ADT/VOC program lists. So, instead of re-writing each name in the survey tables, Kathy suggested attaching each agency list to the letter & survey instructions. This way, agencies will indicate the "yes", "no", or "unsure" next to each name on the agency list. Kathy also agreed to allow all surveys to be sent back to MRS.

We're on our way!