

RESEARCH & EVALUATION COMMITTEE (REC)

MEETING MINUTES

TUESDAY – JANUARY 15, 2019 – 3:00PM TO 5:00PM

DC HEALTH-HAHSTA - 899 N. CAPITOL ST., NE; 4TH FLOOR; WASHINGTON, DC 20002

ATTENDEES/ROLL CALL					
COMMISSIONERS	PRESENT	ABSENT	GUESTS	PRESENT	ABSENT
Wallace Corbett	CC		John Brooks	X	
Traci Dean	CC		Hellen Flores	X	
Doug Fogal	X		Greg Dwyer	CC	
DeMarc Hickson (Chair)	X				
David Hughes	CC				
Jenne Massie	X				
Dennis McBride		X			
Lenora McClain	CC				
Betlehem Mekonnen		X			
Kaleef Morse	X				
Natella Rakhmanina		X			
Andrew Torre	X				
HAHSTA/ ADMINISTRATIVE AGENT STAFF	PRESENT	ABSENT	COMMISSION SUPPORT STAFF	PRESENT	ABSENT
Leah Varga	X		Patrice Bailey	X	
Lena Lago	X		Lamont Clark	X	

AGENDA	
Item	Discussion
Call to Order	Meeting called to order at 3:13pm by DeMarc Hickson followed by a moment of silence. Attendees introduced themselves.
Review and Approval of the Agenda	Doug Fogal motioned to approve the January 15, 2019 Research and Evaluation Committee (REC) Meeting Agenda. Lenora McClain seconded the motion. The motion was approved.
Review and Approval of the Minutes	Andrew Torre motioned to approve the October 16, 2018 Research and Evaluation Committee (REC) Meeting Minutes. Traci Dean seconded the motion. The motion was approved.
Review and Discussion of the Data Collection Tools for the Assessment of the Efficiency of the Administrative Mechanism for GY'28	<p>DeMarc stated he wanted to start the meeting by reviewing the Provider Survey since they haven't reviewed this survey as an entire group. They would review each survey question by question. He noted that the "Contact Person" on the surveys would be Kaleef Morse. He also noted that they would add language to state that the survey is private and confidential. They hope to get the surveys out by the end the following week. They will list February 15th as the due date, and will allow extra time for providers to complete and return the survey.</p> <p><i>NOTE: Actual Changes Are On The Survey Documents and Will Not Be Noted In These Minutes.</i></p> <p>PROVIDER SURVEY</p> <p>The acronym 'EGMS' will be spelled out in the first instance that it is mentioned in the survey. Kaleef will add some language about the Ariba system as well. The acronym 'RFP' will be spelled out.</p> <p>A space to ask/answer "Why?" will be added to questions 2 – 4.</p> <p>Kaleef noted that in addition to gaining relevant information, the survey should be as succinct as possible as well. He suggested eliminating or re-addressing questions that may be redundant or not useful.</p> <p>Will revise questions 11 and 12 to include a Likert scale.</p> <p>Kaleef suggested eliminating questions 20 – 28 or making the questions more efficient, because those questions are not things that the Commission has any control over. Instead they can use subsequent questions to get better answers while keeping the survey as short as necessary. He also suggested not asking questions about CAREWare, instead they should ask questions about EGMS.</p> <p>Kaleef asked how would the committee know who completed the survey? Jenne suggested making the survey confidential but not anonymous.</p>

	<p>RECIPIENT SURVEY</p> <p>The survey will ask for a Final Expenditure report and a narrative as to any unexpended funds. Jenne suggested adding a table to help capture the demographics of the Review Panel. Kaleef reminded the group to be aware of what they are asking for from the Recipient and to continue to think of what information is truly needed.</p> <p>ADMINISTRATIVE AGENT SURVEY</p> <p>Add “Administrative Agent” to question #5. Edit #6 to take out the part about “potential providers” and take out 6c. Edit #7 to make similar to Recipient Survey. Eliminate questions 15 and 16, and edit similar to Recipient. Question 19 should be removed.</p> <p>DeMarc will reach out to members to help make final edits. Any comments should be made by January 22nd with the intention to have final version ready by Friday January 25th.</p>
<p>ANNOUNCEMENTS/OTHER DISCUSSION</p>	
<p>DeMarc reviewed the Data request sheets that Leah provided. He suggested that the committee look at the document after they complete the survey and see if Leah can have the Cohort come to the February meeting (February 19th). The goal would be to have a list of data elements ready to discuss at the February meeting with the Cohort representatives.</p> <p>Kaleef noted that he has to purchase any incentives for the Needs Assessment before the end of the grant year. He asked if they should provide incentives for the persons who would complete surveys (in addition to Key Informant Interviews)? The group agreed incentives should be provided to Consumer Survey. DeMarc suggested a \$25 incentive for survey and \$50 incentive for Focus Group and Key Informant surveys. Andrew suggested \$20 - \$25 for surveys. Traci noted that her organization didn't give incentives for a recent survey, but they did give travel incentive (bus tokens). Jenne suggested providing a travel incentive along with an incentive for taking the survey.</p>	
<p>HANDOUTS</p>	
<p>January 15, 2019 Agenda October 26, 2018 Meeting Minutes AEAM Surveys – Recipient, Administrative Agents, Provider DC Cohort Data Request Sheets</p>	

<p>MEETING ADJOURNED</p>	<p>5:15 PM</p>
<p>NEXT MEETING</p>	<p>February 19, 2018 @ 3:00pm DC Health-HAHSTA 899 N. Capitol St. NE; 4th Floor Washington, DC 20002</p>