

GOVERNOR'S COMMISSION ON COMMUNITY-BASED ALTERNATIVES
FOR INDIVIDUALS WITH DISABILITIES
ASSESSMENT SUBCOMMITTEE MEETING
NOVEMBER 01, 2005 – 10:00AM
Rm 269-Main Annex

PRESENT: Rita Landgraf, Co-Chair, Greg Heckert, Dupont Co; Scott Phillips, DDDS; Daniese McMullin-Powell, ADAPT; Randal Winberley, DSCYF; Eve Austin, Elwyn; Sandy Tuttle, Easter Seals; and Victor Orija, DSAAPD.

The meeting was called to order at 10:10AM.

BUSINESS

1. Welcome and Introduction
2. Update—subcommittee activities
3. Commission Fund [\$250k]

Meeting was called to order at 10:10am followed by introduction, and adoption of the agenda.

Subcommittee activities (an update):

Ms. Landgraf updated subcommittee on activities since the last full subcommittee meeting.

- (a) The comprehensive database was recommended to the Governor's Commission. However, it was not voted as one of the top six priorities.
- (b) On September 12, 2005, an ad-hoc group from the Assessment subcommittee met with DHSS' IRM representatives. They represented all divisions within DHSS. The purpose of the meeting was to discuss an inventory of DHSS' current databases in the department, and solicit input on how to implement a comprehensive database in the department. The output from this meeting is attached. Gary Heckert reviewed the current state and the list of barriers.

According to this group, the Department is reviewing a Request For Proposal (RFP) for a database. It was suggested that we contact Sandy Sarjeant (Chief of Administration-DMS). She is in position to update us on the RFP, and advise if the elements of the comprehensive database can be incorporated into the RFP.

Action item: the ad-hoc group will request a meeting with Ms. Sarjeant.

Subcommittee members wondered what would become of the comprehensive database in view of the low ranking on the Commission priority list. Also, several opinions were expressed about the “silo” effect in each division—which is the need to protect its own data as opposed to sharing with other divisions. Subcommittee members echoed the same listing of barriers that came out of the September 12, 2005 meeting.

Direction of the Subcommittee:

1. Should each division be asked for the list of questions clients are asked when they access the division for services?
2. Are these questions mandated by state or federal regulations?
3. Should the Assessment Subcommittee develop a questionnaire before contacting the divisions?
4. Since the other subcommittees of the Commission are exploring data collection elements (e.g. Housing Subcommittee per Sandy Tuttle and Daniese McMullin-Powell, perhaps Assessment subcommittee should request from each subcommittee, the data elements they are seeking.

Again, the attempt is to see if all data-related needs can be incorporated into the comprehensive database.

Action item: Request data-related information from all subcommittees.

\$250k Commission Fund:

The Assessment Subcommittee recommended the following-

- (1) Employ a full time staff to coordinate all Commission activities.
- (2) Contract with a consultant who will promote the “comprehensive database” concept.

Next meeting is on December 7, 2005 at 10am in Conference Room 269, Main Annex, Herman Holloway Campus, New Castle, DE.

Meeting adjourned at 12noon.

