

Atlanta Metro Community Healthcare Connections Agenda



| Meeting Name: | Leaders: | Facilitator: | Note Taker: |
|--|--------------------|---------------|--|
| Atlanta Metro CHCC | | Jessica Knopf | TBD |
| Date: | Start Time: | End Time: | Location: |
| 4/21/15 | 1 p.m. | 3 p.m. | DeKalb Medical Hospital (Main) Board Room – Cafeteria, Ground Flr |
| <p>Mission - Healthy Conversations for Safer Healthcare for:</p> <ul style="list-style-type: none"> ✓ Smoother transitions among care settings ✓ Structured communication for better outcomes ✓ Reducing avoidable re-hospitalizations and transfers | | | |
| Discussion Topic | Person Responsible | Time Allotted | ☑ Task Completed |
| <p>1. Let's get started – Welcome and Introductions!</p> <ul style="list-style-type: none"> a. Meeting objectives b. Ground Rules c. Request for note taker and time keeper d. Confidentiality e. Contact Sheet Updates f. Introductions/ Ice Breaker | Jessica Knopf | 15 min | <input type="checkbox"/> |
| <p>2. Educational Components:</p> <ul style="list-style-type: none"> a. Facility/Company overviews | Members | 1 min each | <input type="checkbox"/> |
| <p>3. Discussion:</p> <ul style="list-style-type: none"> a. Review results of Problem/Barriers List b. Choosing and Defining the Problem c. How to collect Baseline Data | All | 60 minutes | <input type="checkbox"/> |
| <p>4. Wrap-Up:</p> <ul style="list-style-type: none"> a. Evaluation- What went well? What can we do better? b. Assignments: Collecting data and ideas for interventions c. Next meeting: Location-Volunteers/ Dates? | All | 10 min | <input type="checkbox"/> |