

# Atlanta Metro Community Healthcare Connections Agenda



Meeting Name:	Leaders:	Facilitator:	Note Taker:
Atlanta Metro CHCC		Jessica Knopf	TBD
Date:	Start Time:	End Time:	Location:
6/23/15	2 p.m.	4 p.m.	A.G. Rhodes – Wesley Woods 1819 Clifton Road NE Atlanta GA 30329
<p><b>Mission - Healthy Conversations for Safer Healthcare for:</b></p> <ul style="list-style-type: none"> <li>✓ Smoother transitions among care settings</li> <li>✓ Structured communication for better outcomes</li> <li>✓ Reducing avoidable re-hospitalizations and transfers</li> </ul>			
Discussion Topic	Person Responsible	Time Allotted	☑ Task Completed
<p><b>1. Let's get started – Welcome and Introductions!</b></p> <ul style="list-style-type: none"> <li>a. Meeting objectives</li> <li>b. Ground Rules, confidentiality, contact sheets</li> <li>c. Request for note taker and time keeper</li> <li>d. Introductions/ Ice Breaker</li> </ul>	Jessica Knopf	5 min	<input type="checkbox"/>
<p><b>2. Educational Components:</b></p> <ul style="list-style-type: none"> <li>a. Facility/Company updates</li> <li>b. Community Resources</li> </ul>	Members Jessica	1 min each 5 min	<input type="checkbox"/>
<p><b>3. Discussion: Data Review</b></p> <ul style="list-style-type: none"> <li>a. Review problem identified</li> <li>b. Review Interventions/Next steps</li> <li>c. Data Collection Process and Results</li> <li>d. Next Steps</li> </ul>	All	70 minutes	<input type="checkbox"/>
<p><b>4. Wrap-Up:</b></p> <ul style="list-style-type: none"> <li>a. <b>Evaluation-</b> What went well? What can we do better? Community Assessment</li> <li>b. Assignments: Interventions and data collection</li> <li>c. Coordination Request</li> <li>d. Next meeting: TBD</li> </ul>	All	15 min	<input type="checkbox"/>