

**Community Care Program Advisory Committee**

**Quality Assurance Sub-Committee**

Conference Call Meeting Agenda

1:00 pm, July 19, 2016

Chairperson: Kevin Cosgrave

Co-Chairperson: Tracy Barczewski

Members: Theresa Collins, Cary Crawford, Diane Drew, Stephanie Garrigan, Joanne Glenn, Dan Healy, LaShun James, David Lukens, Jane Stansell, Jennifer Triplett, Kathy Wyatt, Illinois Department on Aging Staff.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Draft Marketing Policy
  - a. Approval by HFS
  - b. Subcommittee Feedback
    - i. Monitoring
    - ii. Training
    - iii. Compliance Timelines
- V. Critical Incident Reporting
  - a. Update of the Critical Incident Policy
  - b. Critical Incident Definitions
  - c. Critical Incident PowerPoint
    - i. Highlight Federal Waiver Language
- VI. Topics for the Next Quality Assurance Subcommittee Meeting – August 30, 2016
  - a. Discussion of POSM Data and Client Satisfaction Data
  - b. 24-Hour Backup Plans
- VII. Adjournment