Attendees: Jeanne Edwards (Co-Facilitator), Natalie Perrin (Co-Facilitator), Ann Long, Chris Reese, Dennis Zeller, Eliza White, Erin Arthur, Jane Zupancic, Jennifer Sobjak, Kevin Zacks, Kim Lyon, Lori Baier, Lori Ruddy, Lynn Napoleon, Marilou Doughty, Marsha Lynch, Nadine Miller and Catherine Collins-McDaniels

- Welcome and Introductions
  - Review *Handout 1: Agenda and Handout 2: Meeting Minutes from 1/7/15*
    - Jeanne reviewed the 1/7/2015 meeting minutes and 2/11/2015 agenda

- Review *Handout 3: Sustaining Change Workgroup Accomplishments*

- Review *Handout 4: Action Item Chart*
  - Jeanne reviewed the action chart with the group and updates can be found on the new chart.

- CFSR Data Inventory Work
  - *Handout 5: CFSR Data Inventory*
  - *Handout 6: CFSR OSRI Concerted Efforts Examples*
  - *Handout 7: QSR Roll-Up Sheet*
    - Purpose
      - To use collective experience of the group to identify potential data sources that members are aware of to address CFSR outcomes and items outlined in the spreadsheet; to consider how QSR data can best be used to inform the state self-assessment.
    - Benefits
      - Clearer understanding of universe of data – helps support CQI
      - Strategically address gap areas
      - Prevents unnecessary work
      - CFSR state-assessment reflects true performance
      - Identify areas in advance that may be in PIP
    - Groups solicited for feedback
      - TA Collaborative
      - Sustaining Change Workgroup
        - Utilization of QSR data
    - Questions
Sustaining Change Workgroup Meeting Notes
February 11, 2015
1:00 pm – 3:00 pm

Have you compared what the Feds are looking for with the instructions that you are giving your reviewers?

Next Steps

Group decision to go over the remaining information during the meeting.
  o Other members can email their collective ideas to Jeanne and Natalie to put together for workgroup review.

Review of Action Items and Agenda Planning

Potential agenda items for March:

✓ QSR statewide report format
✓ QSR reviewer and/or participant feedback surveys
✓ CFSR Data Inventory
✓ Review systemic factors on data inventory
✓ Review ACF reviewer performance document
✓ Reach out to reviewers from other states
✓ Any other activities outlined in strategic plan we want to address?