

TISOC Evaluation Committee - MINUTES

Date: August 4, 2006

Time: 2pm to 4pm

Location: 415 Rodman Rd. Auburn

Item	Discussion /Decisions	Responsible Person
Introductions and Welcome Jay Yoe/Carol Tiernan	Completed	
<p>Status of IRB Packet Shawn or Helaine</p> <p>To include Discussion about Consent forms – Tonya</p> <p>Certificate of Confidentiality Shawn or Helaine</p>	<p>IRB is under review. The Maine CDC is in charge of it. Bob Woods is our contact from DHHS. No update has been received as of this date.</p> <p>Consent Forms will be obtained from consent from Caregiver Guardian’s, and assent will be attained for Youth 11 y/o and older. Also consent will be provided to make additional contact with family.</p> <p>Application to be developed and submitted after IRB Approval.</p>	<p>Hornby Zeller and Jay Yoe</p> <p>Hornby Zeller, Jay Yoe, and Tonya Labbe.</p> <p>Hornby Zeller</p>
<p>Revisit Flow Chart of access</p> <p>Revisit Family and Youth Participation. Finalized how families will be reimbursed for participation.</p> <p>Importance of engagement and retention (Nature of first contact with families is critical to success of evaluation)</p> <p>Jay will provide materials obtained on this subject from National Conference</p>	<p>To be finalized at next meeting.</p> <p>We reviewed the reimbursement protocol and there was a consensus that this was finalized.</p> <p>Brief discussion on importance of retention of families. Key points; develop first contact video, and use of role playing with family partners and family evaluators.</p> <p>Retention of family in evaluation to be discussed further at later meeting.</p>	<p>Evaluation Committee</p> <p>Hornby Zeller to provide bank cards at time of interview.</p> <p>Jay Yoe</p> <p>Jay Yoe</p>
Elaine Slaton Visit August 15-17 - Discussion	Reviewed agenda for meeting.	Jay Yoe

National Evaluation Site Visit Scheduled for October	Group Discussion took place.	
Evaluation Brochure	Group Discussion Key Points: bring together work group with social marketing and evaluation. Leslie, Tonya, Helaine, and Jay have agreed to be on the brochure sub-committee.	
Family Evaluator Update	Helaine updated the group.	
Wrap-up – agenda for next meeting Adjourn		