

THRIVE Evaluation Committee

Minutes Summary

Date: October 2, 2006

Time: 9am to 10:30am

Location: 1155 Lisbon Road, Lewiston (Mural Room)

Item	Key Points	Decisions	Next Steps
Introductions and Welcome Jay Yoe/Carol Tiernan			
Update on Family Evaluator Training (Hornby-Zeller & Jay)	A) Kara Thurlow and Claire Nacinovich are the family evaluators. B) Forty hours of training including practice run of interviews with family and youth (Thank you for those that supported that day).		
Update on IRB Review and Approval Process (Helaine & Jay)	A) IRB (Institutional Review Board) approval has been delayed due to numerous issues, which are being addressed. B) Jay Yoe received an e-mail stating that the OMB (Office management budget) approval of the submission is imminent.		
National Evaluation Training Overview (Oct. 4 & 5 <sup>th</sup> ) (Tonya & Jay)	A) Scheduled for Oct. 4 & 5 <sup>th</sup> at the Ramada Inn Lewiston. B) Went over Agenda.	A) It was brought to attention that there needs to be more than e-mailing for communication and more timely invites (Suggestion: do a mailing).	
Revisit Evaluation Enrollment Referral Process (to include discussion formal enrollment date) and process of obtaining informed consent (Francis Sweeney & Jay Yoe)	A) Please refer to Service delivery for complete steps.	A) It was decided that the 30 day starting period for evaluations will start EDIF(enrollment Demographic information form) is complete. B) IT was decided to have an orientation with parent partner, family evaluator, family, and youth for consent	

		for contact for HZA and discuss service options by CCM.	
Importance of engagement and retention (Nature of first contact with families is critical to success of evaluation)	Tabled to next meeting. See below.		
Trauma-Informed Presentation – Research Findings (Jay)	Tabled to next meeting. See below.		
<b>Next Meeting information</b>	<b>November 6<sup>th</sup> from 9am to 10:30am @ 1155 Lisbon Street, (Mural Room) unless announced otherwise.</b>		
Wrap-up – agenda for next meeting 1) Review Elaine Slaton Recommendations 2) Review of Electronic data collection systems (Hornby-Zeller) 3) Importance of engagement and retention. 4) Trauma-Informed Presentation.  Adjourn			