

**OKLAHOMA EVIDENCE BASED WORKGROUP
MEETING MINUTES
DECEMBER 8, 2011
AMERICAN RED CROSS
OKLAHOMA CITY, OKLAHOMA
MINUTES**

Members Present:

James Allen
Julie Raadschelders
Patty Martin
Kelvin Hobbs
David Wright
Don Baker

INTRODUCTIONS

All members and ODMHSAS Staff introduced themselves to familiarize everyone with those that were unable to attend the previous meetings.

APPROVAL OF MINUTES FROM THE NOVEMBER 10, 2011 MEETING

On page 2 of the minutes, change “Good” Fit to “Best” Fit. Meeting minutes and changes proposed were approved by a majority vote.

COMMUNITY STRATEGIC PLAN GUIDE DOCUMENT/SCORING TOOL CRITERIA DEVELOPMENT

Discussion began by asking the workgroup for their input on the planning section of the community strategic plan. The workgroup reviewed the OK EBP Workgroup “Best Fit” Checklist and merged some of its contents into the DRAFT Community Strategic Plan Guide Document. The following is a summary of the merge:

1. DRAFT Guide Doc

Planning Section, **Omit** the following items:

- #4 Describe how the selected strategies will produce sustained outcomes.*
- #5 Describe how the selected strategies are culturally competent and inclusive.*

(These items will be accounted for with the addition of the “Best Fit” Checklist)

2. DRAFT Guide Doc

Implementation Section, **Add** the “Best Fit” Checklist under item #3:
“3. Describe the RPC plan to ensure the selected strategies are implemented according to the research-based standards of fidelity:
INSERT “BEST FIT” CHEKCLIST HERE.

Note: The word “fidelity” at the end of the sentence was originally written as “effectiveness”. The workgroup agreed to the change in verbiage.

3. DRAFT Guide Doc

Evaluation Section, Item #1 into multiple questions and be more specific with its request:

ORIGINAL:

1) Describe the RPC plan to fulfill local-level and national cross-site evaluation requirements. Discuss, based on your logic model, what you expect to change. Discuss what you are expected to track and how you plan to do the tracking.

REVISED:

1. Describe the RPC plan to fulfill local-level and national cross-site evaluation requirements.
2. Discuss, based on your logic model, what you expect to change.
3. Describe the immediate, intermediate, and long-term outcomes of the project.

4. The Cross-Cutting Components Section was omitted from the DRAFT Guide Doc.

DEVELOPMENT OF SCORING TOOL METRICS/PROCESS AND PROCEDURE FOR REVIEWING STRATEGIC PLANS

This agenda item was moved to the January 13th agenda.

STANDARDS FOR STRATEGIES IMPLEMENTATION

Young O. presented a sample to the group for review. It was a Standards of Effectiveness for Reward Reminder Visits. It was completed by Trese Flowers and will serve as a model for the creation of future Standards of Effectiveness. In reviewing the document, the EBP Workgroup proposed a few changes. The workgroup agreed that the standards listed should be condensed into 3 categories: Strategy Administration

(before), Implementation, and Follow-up. It was suggested that this format be applied to future strategy standards, but was thought that it would not adequately apply to all strategies. This will be discussed at the next meeting.

In addition to reviewing strategy standards, the EBP worked group was tasked with developing standards for 3 potential strategies: Social Norms, Alcohol Tax Increase, and Restrictions on Alcohol Advertising. Patty M. volunteered to develop these components for the workgroup and submit for review at the January 13 meeting.

NEW BUSINESS

None.

MEETING SCHEDULE

The next meeting will be held on:

January 13

March 16

May 18

ADJOURNMENT

The eighth Oklahoma EBP Workgroup meeting was dismissed at 11:43 CST.