**Affiliation PI Training Sub Committee**  
April 21, 2004

Present: Matt Vergith, David Taylor, Jeff Capobianco, Leslie Hall  
Absent: Shauna Reitmeier, Gracia Karmes.

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION POINTS</th>
<th>ACTION/OUTCOME</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>1) Approve Agenda &amp; Minutes</td>
<td>• No correction to the minutes.</td>
<td>Jeff to take minutes today.</td>
<td>Jeff</td>
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| 2.) Data Tracking   | • Each member described how their county tracked training. Each county has their own unique way of capturing and tracking this data. Much discussion regarding what counties and the affiliation will need to track and how.  
                        • It was decided that the Affiliation would need the following data reported (i.e. either for contract/network or as a tracking/PI indicator):  
                          o Type of training provided  
                          o How often  
                          o Penetration rate of each training  
                        • How each county gathered this data could remain a local process. However, it was identified that some counties will need to improve their data gathering system to allow for this data to be reported appropriately. Specific needs included ability to generate staff specific training reports for auditing and supervision purposes. | Need to review current contract language specific to training.  
                                                                                           Need to EQR, JCAHO and DCH training requirements. | All            |
| 3.) Format of Report to AEC | The following tentative report outline was identified:  
                                           1. Review of Charge  
                                           2. Review of Curriculums for each Affiliation Training  
                                           3. Procedure to Provide Affiliation wide Training (include description of the train the trainer model we will use and the format of the training e.g. online) | None at this time. |                |
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<td>4. Procedure for Data Collection and Tracking (highlight auditing requirements, contract language, use of training as a PI indicator?)</td>
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<td>5. Recommendations (outline roll out of Affiliation training)</td>
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**NEXT MEETING**  
**MAY 6, 2004**