

Traumatic Brain Injury Fund Advisory Committee Meeting

November 20, 2008

Utah Department of Health (Room 132)

4:00 pm – 5:30 pm

MINUTES

Committee Members Present

Sara Sanders, Ron Roskos, Nita Smith, Breanne Berg, Elaine Pollock (via phone).

Committee Members Excused

Troy Roper, Kari Peterson, Sandy Brooks, Adina Zahradnikova

UDOH Staff Support

Kevin Condra, Trish Keller, Missi Leak,

Welcome

- Nita Smith called the meeting to order and welcomed the members to the meeting.

Approval of September Minutes

- Correct the spelling for Erin Biglers name.
- Minutes approved with changes mentioned above.

Status of Contracts

- Waiting for approval from legal and Finance, then will be sent out for signatures.
- Effective date of the contract is November 1st
- The TBI fund will stay operational for an extended period of time. If the fund goes for an extended period of time without action it will be abolished .

Miscellaneous Follow-Up Items

- Update & Discussion of Potential Neuro-Psych Providers
 - Janice Pompa said that the clinic at the U of U has a 4-6 weeks waiting period.
 - The IHC proposal indicated that they were going to do neuro-psych's as part of their contract so they would not need funds from the \$10,000 set aside for neuro-psych exams.
 - Kevin asked Mark Fox if IHC could be a second provider of neuro-psychs for the fund and if they could do so at a reduced price. Kevin is waiting to hear back from IHC.
- Update on Neuro Psych request form:
 - Missi will put this form in an excel document and send it to Nita.
 - No changes were made to the form.
 - Resource facilitator would submit the form to VIPP to get approval for the neuron-psych exams.
 - VIPP will form a review committee with the expertise to review the forms submitted to either accept or deny the request based on the criteria this Advisory committee established.

- Does there need to be language in the contract for a report of the neuro-psych exam to be provided to the referring agencies?
 - The referring agency will need a report back from the neuro-psych exam, but the individual will bring it back to the referring agency.
- Should the request be an on-line submission?
 - Would need to check on HIPPA laws if this is posted on the website
 - Would need to encrypt the form
- Providers and facilitators will bill UDOH for the services
- After discussion, it was decided to use the form as hardcopy for now, since there will be such a limited number of requests.

Review Draft Report to Legislature

- Legislative report must be posted to website by November 30th
 - Deborah Turner informed VIPP that the report should be brief and posted on the TBI Fund web page by the deadline.
 - Deb will send a link to the members of Health and Human Services Committee so they can review the report.
 - Kevin passed around a draft of the FY 08 Report to Legislature.
 - Committee reviewed handout and made suggestions:
 - Add or make a pie chart for the estimated budget section.
 - Change admin. to secretarial and staff support in contract management to the committee.
 - Change Direct Community Services to Direct Individual Services .
 - Include resource facilitation and neuro-psych assessments in Direct Individual Services
 - Change Contracts Awarded section to a pie chart.
 - Include an explanation of why we do what we do and the criteria in first section
 - “Efforts are ongoing to increase the fund”.
 - Include the outreach efforts
 - Members of this Advisory committee also sit on the Utah Brain Injury Council (UBIC) and as such are helping to coordinate between the two committees.
 - Include a Return on Investment
 - Include a descriptive percentage statement under the pie charts
 - Definition of resource facilitation can include other things other than neuro-psych. Need a continuum flow chart of process.
 - BIAU has a chart to look at and Ron said it could be used
 - Kevin will incorporate the committee’s suggestions and send a new draft to the committee by Wednesday, November 26th.
- VIPP Epidemiologists are working with Nita and Ron to develop the data elements to collect what was done and what the cost was, and services the person received, and any change in quality of life.
- Track those people who request services but that are not able to be served.
- Include anecdotes in the year end report.
- Once we have the link to the report we can send it to people that we know.

- Once the report is finished, Ron and Nita will send it to legislators.

Next Meeting

- This is the last meeting, unless approval to continue is received from Dr. Sundwall.
- Trisha and Kevin will discuss with Dr. Sundwall on the continuation of this committee.
 - According to the legislation, the committee ends on Dec 31, 2008 unless it is deemed necessary by Dr. Sundwall.
 - This committee can be continued or he can appoint new members
 - Dr. Sundwall will need to re-appoint a committee after July 1 2009.
- Does this committee need to be continued and what would the tasks of the committee be as of January 1, 2009?
 - Continuing this meeting would be beneficial because the committee has the history and background needed.
 - Provide assistance with end of the year report which is due November 30, 2009.
 - Discuss what needs and can be to further develop the fund.
 - Look at bringing new people to the committee for fresh ideas, etc.
 - Substitute new people with those who have not been able to attend the meetings.
 - Summarize progress for the year and plan for the next year.
 - The meetings could be quarterly instead of monthly.
- Committee voted to make a recommendation to Dr. Sundwall to continue the committee.
 - List reasons why we should continue meeting.

Other Business

- Chairs to appoint a fund raising committee with those who want to serve on the subcommittee.
- Bear River TBI Resource Guide is on the Brain Injury Association website.
- Missi will prepare the referral form that Nita drafted in an excel document with a PDF.
- Could we create something that we can take out into the world for us to use?
 - The report that is being prepared will be useful and available
 - Kevin will draft a simple brochure that describes the fund and could be used for marketing.

Next Tentative Meeting

January 15, 2009
Utah Department of Health
288 North 1460 West (Room 201)
4:00 pm – 5:30 pm