



**Meeting Highlights and Action Plan - Draft**

Agenda Item/ Topic	Key Points	Action Items <i>Including Responsible Party/Timeline if applicable</i>
<b>Members Present</b>	S. Dahlinghaus, M. Hemphill, D. Palmer, G. Baker, N. Huber-Raiff, D. Henderson	
<b>Review Work Plan</b>	<ul style="list-style-type: none"> <li>• 1. Identify sites interesting in becoming ADA certified – RHC is the first site we will assist with certification followed by their satellite clinic in London.</li> <li>• 2. Research the certification process – who are the instructors at RHC? They must complete 15 hours of diabetes specific education.</li> <li>• 3. Identify instructors and Program Coordinator – D. Palmer is the program coordinator</li> <li>• 4. Identify dietician to partner with RHC - the group discussed a partnership with Community Mercy Health Partners (CMHP) to utilize their dieticians. D. Henderson also has a contact in New Carlisle.</li> <li>• 5. Identify teaching sites – RHC, London RHC clinic, New Carlisle Community Health Center, SRMC Wound Center (after expansion is complete). The group also discussed the importance of getting into private doctor’s offices. D. Palmer mentioned getting higher management involved to determine how staff time can be spent.</li> <li>• Objectives 6-10 will be addressed at the next meeting.</li> </ul>	<ul style="list-style-type: none"> <li>✓ S. Dahlinghaus will contact Dr. Teegala to help identify instructors at RHC.</li> <li>✓ D. Palmer will work on CMHP partnering with ADA sites to teach.</li> <li>✓ Once RHC is up and running, the group will approach New Carlisle Community Health Center re: becoming a teaching site.</li> </ul>
<b>Other Discussion</b>	<ul style="list-style-type: none"> <li>• D. Palmer shared that she has begun exploring a program titled “Diabetes Chronicles”. It is free to use for recognized sites and can be used to collect data, document information such as hospital admissions, readmissions, referrals, no shows, etc. You can also run reports. Data does have to be entered by hand during education. Free educational materials are available including curriculum and 100 books (can be ordered at one time).</li> <li>• The group discussed the importance of ensuring that all education providers are teaching the same curriculum.</li> <li>• A future goal of the group may be to assist in the development of home care diabetes education.</li> </ul>	
<b>Questions Moving Forward</b>	<ul style="list-style-type: none"> <li>• Billing aspect of ADA classes</li> <li>• Long-term capability of “Diabetes Chronicles”.</li> </ul>	
<b>Next Meeting:</b> November 1 <sup>st</sup> , 2016 9AM @ CCCHD		