

## QPI Training Work Group Minutes

7/11/17

12pm

Central Site – Elko Room

**Attendance:** Wanda Porter, Staci Brean, Shannon Rooney, Madison Sandoval-Lunn, Tiffany Carr

**Facilitator:** Wanda Porter

**Discussion:**

- Introductions
- Minutes from the 6/13/17, QPI Training Work Group Meeting were provided and reviewed.
- Congratulations to Staci Brean who has a new position and will be relocating out of state.
- LGBTQ Subgroup – Tiffany Carr and Madison Sandoval-Lunn stated they would be a part of the subgroup. A “Calendar Meeting Invite” will be sent to each person who has expressed interest to participate in this subgroup.
- QPI Live Web Events were announced and flyers detailing the events were provided.
- The “QPI/ Just in Time” Website were reviewed via the Smartboard and handouts. The group discussed updates that were needed to the site, including but not limited to, updating/adding information to the “Relicensing Training Hours/FAQ/Topic Request” links. Additionally, uploading the current Care Giver Courier, 2017 DFS Training Calendar and monthly training classes. The group agreed on the updates that are needed. Wanda Porter will provide a listing of the proposed updates for review/approval.
- No new training topics were requested.
- Registration updates regarding the upcoming QPI Workshops were discussed. Suggestions were made to help ensure that caregivers, who do not have computer access, receive notification of the DFS Training Calendar, Caregiver Courier and special events, including sending post cards announcements, placing flyers at Peggy’s Attic, the Visitation Center etc., and utilizing a mailing list from the Fiscal Unit.
- Next Meeting – August 8, 2017, 12pm, Central Site - Lincoln Room