



## AGENDA & MEETING NOTES

### MEETING INFORMATION

MEETING TITLE:	<b>Training and Resources Workgroup</b>	
DATE/TIME:	October 30, 2015	1:00pm – 2:00pm
LOCATION:	Conference Call	
NEXT MEETING:	December 2, 2015	1:00pm – 2:00pm

### ATTENDEES

**WG Leader: Diane Wildey, SUNY Adirondack**

Tracey Aust, Glens Falls Hospital  
 Susan Delehanty, Citizen Advocates, Inc.  
 Michelle Law, Franklin-Essex-Hamilton BOCES  
 Rebecca Leahy, North Country Home Services  
 Kathy Jo McIntyre, Washington County Public Health  
 Megan Murphy, AHI  
 Sylvie Nelson, North Country Workforce Investment Board  
 Kelly Owens, AHI  
 Leza Wood, Hudson Mohawk AHEC  
 Lana Wydra, Nathan Littauer Hospital

**Unable to attend:**

Marti Burnley, Hudson Headwaters Health Network  
 Greg Hart, Workforce Development Institute  
 Donna Healy, SUNY Adirondack  
 Robert Kleppang, Hamilton County Community Services  
 Mary Randall, Glens Falls Hospital  
 Cyndi Reynolds, Hudson Headwaters Health Network  
 Mary Wilsie, 1199 SEIU

### AGENDA OVERVIEW

**TOPICS:**

**Welcome:**

Diane Wildey welcomed the group and three new members to the workgroup: Tracey Aust, Donna Healy and Leza Wood.

**Updates:**

- Kelly Owens provided a summary of the All Partner PPS Meeting held on October 8. This meeting convened organizations that had indicated an interest in participating as a project partner – over 125 organizations were registered to participate. An overview of all 11 DSRIP projects was provided and organizations were asked to confirm project participation. Workforce information was presented in the afternoon – information was shared on milestones along with a preview of the Current Training Survey. Discussion included the need for partner participation in surveys and analysis that will need to be completed PPS wide.
- Kelly shared information on the HealthStream Informational Summit held on October 22 in Syracuse. Sue Delehanty participated on a panel related to developing a training strategy and she also discussed challenges related to recruitment and retention for behavioral health. Discussion regarding training also included difficulties in looking beyond competency to measure behavior change.
- Recent updates from DOH included changes related to the compensation and benefits analysis, which now is required for DSRIP years 1, 3 and 5.
- Updates shared related to the PPS workforce budget. All PPSs are committed to spend funds as specified in Years 1-5 contained in the application submitted December 2014. Categories within the workforce budget include retraining, redeployment, new hires and other. A new workgroup has been formed within the AHI PPS, the Recruitment and Retention Workgroup, which will assist in identifying strategies to attract and retain staff to positions that will impact the success of



DSRIP projects. Megan Murphy shared that occupations targeted will be based upon gaps noted between the current and future state analyses.

#### **Learning Management System:**

- After the September 15 demo of HealthStream, some workgroup members had requested and received demo access. They will investigate the site further. We are awaiting information on the functionality of data sharing with HealthStream and the PPS project management system to track training.
- Health Workforce NY is a DSRIP workforce tracking system which includes a learning management system that is populated by providers and trainers as well as tracking system related to training/retraining, new hires and redeployments. Currently investigating if the tracking functionality is available within the current PPS project management system. Awaiting information for follow-up. This may be reviewed by leadership within the Workforce Committee as it crosses multiple workgroups.
- Discussion continued regarding other learning systems that organizations use and the need for a system to track all training within the PPS – whether through an on-line tool (in or out of a learning management system) or in person training.

#### **Training Requests:**

- Diane shared that based upon the requirements of the workforce budget, there is a need to develop a clear and transparent method for organizations to apply for training support for their staff, as well as a consistent method of reviewing and approving training.

Volunteers from the workgroup were requested to participate with either of the following:

1. Creation of a draft policy and procedure for partners to request DSRIP funding to train staff and how the workgroup will review and approve
  2. Creation of a rubric to score requests
- The draft training request template forwarded to workgroup members can be used to assist with creation of policy and procedure and rubric, and may be modified as planning continues.

Becky Leahy shared that would participate in the group creating a policy and procedure.

Megan shared she would participate in the group creating a rubric.

Kelly can assist in coordinating and participate in each group.

**More volunteers are needed for both groups.** Please let Kelly know by Friday, November 6 if you can participate in either group.

- In order to have a clear understanding of training that may have occurred from April 1 to present and may be planned through March 31, 2016, Kelly has sent a survey to all project managers requesting information. Information is hoped to be received by November 6.

Next Step: Kelly will send a similar survey to partners within each project asking for information related to training and new hires in anticipation of DSRIP project needs. Survey will be due by November 24 from partners.

#### **Next Steps:**

- Kelly to gather more information related to learning management systems and compatibility with other reporting systems.
- Small groups to meet over the course of the next month to develop a draft policy and procedure and rubric for training requests to be reviewed at the next meeting.

**Next meeting is scheduled for Wednesday, December 2 at 1pm** via conference call.