

Conflict Free Access and Planning Workgroup Meeting Notes

Meeting Details

Meeting Name:	Conflict-Free Access and Planning
Meeting Date & location:	June 22, 2022 @ 8:30a.m. – 10:00a.m. – Teams Meeting
Call in number	Teams Meeting
Leader/Facilitator:	Belinda Hawks / Remi Romanowski-Pfeiffer
Next Meeting:	July 28, 2022 @ 9:30a.m. – 11:00a.m.

Key Discussion Points

Review Sequence of Frame

- The workgroup was reminded of the “Inform, Frame, Feedback” approach used to facilitate the decision-support it will provide to the state. The workgroup is in the “Frame” portion.
- All past materials and references to requirements can be found on the State’s website.
- BPHASA will consider portions of the “Frame” and “Feedback” phases concurrently with the workgroup.
- The activities in “Frame” include:
 - Define Problem: The group completed in the previous meeting
 - Define Criteria: This is the focus of the June meeting
 - Develop Options
 - Evaluate Options
- Options are the approaches to address Conflict-Free Access and Planning that will be considered by the State. Options still need to be developed. The State has not chosen an option.
- Criteria are areas that may be impacted by Conflict-Free Access and Planning. Criteria can be considered the “rubric” that each option is graded. Criteria may have several sub-criteria.
- Each option will be evaluated using the criteria to develop feedback for the state.

Introduce Breakout Groups

- The purpose of the breakout groups was to allow for smaller groups to have in-depth discussion and finalize criteria/sub-criteria.
- The ask of the breakout groups was to review, discuss, and edit the criteria and sub-criteria. Workgroup members were asked to document changes in the breakout group worksheet. The draft criteria and sub-criteria were developed using the collective feedback form, meeting discussion, and meeting chat.
- The workgroup was asked to try to avoid defining the “Who” and “How” in criteria and sub-criteria. Sub-Criteria should be relevant regardless of the option, provider, population, geographic area, and region.

- During breakout groups, members can use a parking lot document to write any areas or issues that need to be discussed or noted later. They can also use the meeting chat to ask questions and reach out for help.
- At the start of the breakout session, Josh and Remi will provide technical support to each group.
- Groups were welcomed to assign roles for breakout group members including someone to document changes/share screen (Scribe), ask for help in the chat (Messenger), and track time and announcements (Timer). Workgroup members were invited to find a method that works best for them and their breakout group.
- The following the rules of engagement of breakout groups were reviewed with the workgroup:
 - No consensus required; more than one idea can captured. If the group agrees on a sub-criteria, they were asked to find a way to capture the sub-criteria.
 - Do not worry about ranking. In the future, there will be opportunities to rank Criteria and Sub-Criteria by priority.
 - Members should be welcomed to share what is important to them.
 - When in doubt, document an item in the Parking Lot.

Breakout Groups and Follow Up

- Workgroups were moved into four breakout groups based on their requested group, if applicable.
- Breakout group members documented their changes in respective breakout group worksheets.
- At the close of the breakout groups and their return to the main meeting, several workgroup members requested an additional breakout session further discuss materials. The state indicated they would discuss and reach out to members about an additional breakout session.
- Workgroup members were informed they had until July 6th to make changes and additions to their breakout group's worksheet.
- The worksheets, criteria, and sub-criteria are the finalized considerations discussed in the feedback form. The feedback form will be closed to ensure all items are captured in the worksheets. The feedback form will be cross-walked with the worksheets to ensure all concepts are captured or documented.
- After worksheets are completed, a survey will be conducted to prioritize each criteria/sub-criteria.
- The workgroup will be updated on July meeting plans.