



**Updates**

- Everyone update
- Submitted team's revised Aim Statement

**Revised AIM Statement**

*"Between May 30 and November 30, 2012, increase the overall efficiency of the response process while decreasing the mean open-to-close time for foodborne response cases will from an average of 44 days to 37 days, a reduction of seven days (15%) when compared to foodborne cases from January 2009 - October 2011."*

- Next deliverable due: **Brief Progress Report, August 30**

	<b>Deadline</b>
<b>1. Aim Statement</b> <i>Submit a revised aim statement to NNPHI via email to Anooj Pattnaik (<a href="mailto:apattnaik@nnphi.org">apattnaik@nnphi.org</a>)</i>	<b>May 30, 2012</b>
<b>2. Brief Progress Report</b> <i>Submit via electronic survey that NNPHI will provide</i>	<b>August 30, 2012</b>
<b>3. Final Report</b> <i>Submit via electronic survey that NNPHI will provide</i>	<b>December 30, 2012</b>
<b>4. Practice Exchange Submission</b> <i>Additional details will be provided</i>	<b>December 30, 2012</b>
<b>5. Invoice</b> <i>Please submit an invoice to NNPHI via email attachment to Merilee Jones (<a href="mailto:mjones@nnphi.org">mjones@nnphi.org</a>) to receive final payment</i>	<b>January 15, 2013</b>

**Today**

Flowchart

Fishbone together

How do we improve these areas? Action items

- Cuyahoga County illness Outbreak Field Investigation

**Next meeting**

Dates?

Bring action items to next meeting for implementation



### May 15 Meeting & Action Items

- We want to revise the AIM statement to include ODRS & NORS in the description of the Aim Statement.

#### Current AIM Statement

*"Between May 30 and November 30, 2012, the mean open-to-close time for foodborne response cases will decrease from average of 44 days to 37 days, a reduction of seven days (15%) when compared to foodborne cases from January 2009 - October 2011."*

I think including the ODRS & NORS as the definition of a "closed case" is a good idea. I think it may be more appropriate to incorporate this under the Aim Statement in the Summary of the project (when I compose the "Brief Progress Report"). Your thoughts? We can briefly discuss this at our next meeting.

- We went over the Flowchart and created a Fishbone based off the current process for foodborne outbreak cases.

*(See Fishbone)*

- Based off the Fishbone, we brainstormed possible solutions. We then prioritized these solutions as follows:

- 1) **standardize and update initial interview form**
- 2) **create "training" for RS and Epi's based off the new initial interview sheet**
- 3) **incorporate EPI's into RS weekly or biweekly meetings to enhance communication**
- 4) **create shared folder for RS and Epi's on G-Drive**
- 5) **update and enhance the field report form to incorporate needed information from Epi's grant**
- 6) **create an "immediate response/investigation" team that meets immediately after a case is suspected to be a foodborne to better launch the investigation**
- 7) **clean and reorganize supply room used for field kits**

- We turned these priorities into action items

#### Action Items

standardize and update initial interview form	<b>Patti and RS</b>	May 29
create "training" for RS and Epi's based off the new initial interview sheet	<b>Tanika</b>	June 5
incorporate EPI's into RS weekly or biweekly meetings to enhance communication	<b>Karim</b>	May 29
create shared folder for RS and Epi's on G-Drive	<b>Karim</b>	May 29





➤ Other topics discussed:

- The **Cuyahoga Illness Outbreak Field Investigation Form** could be a good source when creating our field investigation report form
- Our foodborne outbreak investigations could scale in size regarding the personnel, similar to ICS structure and starting with the newly formed **"immediate response/investigation" team**



## May 29 CQI Meeting

Looks like some of the Action Items are rolling. We decided to push the Due Date back a week for each Action Item. Let me know what support you need to get these done and I'll get that for you! We will not add any new Action Items until these are concrete and fully implemented/completed. As soon as we get these initial Action Items completed, we can start counting any data from potential foodborne cases for our project. Let's not rush these and get them right, as they are the top prioritized solutions. We can adjust the various solutions after we create and implement them, but these Action Items will act as the foundation of changes to our process for this project.

Action Item	Person	Due Date
standardize and update initial interview form	Patti and RS	June 5
create "training" for RS and Epi's based off the new initial interview sheet	Tanika	June 12
incorporate Epi's into RS weekly or biweekly meetings to enhance communication	Karim	June 5
create shared folder for RS and Epi's on G-Drive	Karim	June 5

I will present in Portland and Patti will help with her expertise and viewpoint during the Q&A. I will finish up the PPT this week and send it out for you to make any changes you feel appropriate before submitting it by June 6.

Submit your team name ideas for us! We need an identity! I can't call us "Gang" or "Group" any longer (plus it helps for this presentation).



**Current**

- Phone call
- Working on PPT

**Action Items**

standardize and update initial interview form	<b>Patti and RS</b>	May 29
create "training" for RS and Epi's based off the new initial interview sheet	<b>Tanika</b>	June 5
incorporate Epi's into RS weekly or biweekly meetings to enhance communication	<b>Karim</b>	May 29
create shared folder for RS and Epi's on G-Drive	<b>Karim</b>	May 29

*How action items coming along? Do we need to adjust dates/items? What support do you need to get these done?*

**Possible Solutions Prioritized**

- 1) standardize and update initial interview form
- 2) create "training" for RS and Epi's based off the new initial interview sheet
- 3) incorporate Epi's into RS weekly or biweekly meetings to enhance communication
- 4) create shared folder for RS and Epi's on G-Drive
- 5) update and enhance the field report form to incorporate needed information from Epi's grant
- 6) create an "immediate response/investigation" team that meets immediately after a case is suspected to be a foodborne to better launch the investigation
- 7) clean and reorganize supply room used for field kits

**Current AIM Statement**

8) *"Between May 30 and November 30, 2012, the mean open-to-close time for foodborne response cases will decrease from average of 44 days to 37 days, a reduction of seven days (15%) when compared to foodborne cases from January 2009 - October 2011."*



## Updates

- Patti and Drew are registered for CQI training/presentation in Portland, June 18-20. 15 minute update on our CQI project and training/instructions from CQI coaches/experts
- Next deliverable due: **AIM Statement, May 30**

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## Goal Clarity

- Do we like our AIM Statement? What needs to change?

*"Between April 1 and November 30, 2012, the mean open-to-close time for foodborne response cases will decrease from average of 44 days to 37 days, a reduction of seven days (15%) when compared to foodborne cases from January 2009 - October 2011."*

- What do we want out of this project?
- Today's Goals:
  - Agree on an AIM Statement/Goal Clarity
  - Flowchart=

## Flowchart

### For Next Meeting

- I will email out the Flowchart.
- Please fill out a Fishbone diagram and give it to me before next meeting. I will combine our Fishbones so we can identify the problems and prioritize the solutions.



	Deadline
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<b>2. Brief Progress Report</b> Submit via electronic survey that NNPHI will provide	August 30, 2012
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Action Item	Person	Due Date
standardize and update initial interview form	Patti and RS	June 11
create “training” for RS and Epi’s based off the new initial interview sheet	Tanika	June 20
incorporate Epi’s into RS weekly or biweekly meetings to enhance communication	Karim	June 5
create shared folder for RS and Epi’s on G-Drive	Karim	June 11

**Possible Solutions Prioritized**

- 1) standardize and update initial interview form
- 2) create “training” for RS and Epi’s based off the new initial interview sheet
- 3) incorporate Epi’s into RS weekly or biweekly meetings to enhance communication
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- 5) update and enhance the field report form to incorporate needed information from Epi’s grant
- 6) create an “immediate response/investigation” team that meets immediately after a case is suspected to be a foodborne to better launch the investigation
- 7) clean and reorganize supply room used for field kits





Here are our Action Items we agreed upon yesterday at the meeting.

Action Item	Person	Due Date
Head team to clean/organize supply kit room	Karim	July 9
Add "Epidemiologist Signature" to the new green interview sheet	Karim	July 9
Give overview at RS/Epi Meeting of the agreed upon initial steps of the FBI process	Tanika	June 20
Add information needed by Epis from Filed Intake sheet	Patti	July 5
Give overview of confidentiality during RS/Epi Meeting in regards to G-Drive and email	Patti	July 5

We are making some solid progress. The next two weeks, let's really focus on:

1. Clearly explaining the process we have come up with (especially the initial steps we discussed) to the RS and clerks
2. Taking feedback from the RS and clerks about the process
3. Getting the RS and clerks to buy in

Some other points we touched on that we can incorporate the next couple weeks:

- Sharing workspace with the RS/EPI. Let's start thinking about doing this if you want. I thought it was a good idea and would help with buy in.
- Feel free to work some details out in the RS/Epi meeting. We cannot eat up all the meeting time but giving them a chance to participate and incorporating some feedback will also help with them following the procedure and using the form properly. Tanika did a good job of listening to their feedback when she did her brief training.

Karim is taking some vacation in the next couple weeks. I will be in Los Angeles for the NACCHO conference July 10-14. Let's plan on the meeting next:

**Monday, July 9**  
**2:00 PM**  
**Fishbowl**