

Front Door Workgroup Meeting

Purpose: Improve the experience of people with disabilities and their families as they navigate complex service delivery systems by creating a single “front door” to DDD services.

People: DDD team members, CSP staff, CM Staff, Family Support Coordinators, Family Members

Date: July 06, 2022

Time: 10:00am - 11:30AM CT

Meeting Agreements:

- One person talks at a time
- Be respectful of other perspectives
- Listen to understand before providing solutions

Location: [Zoom](#) Meeting ID: 943 6198 9131
Passcode: 333804

| Agenda Item | Owner | I or D Info Decision | Desired Outcome | Come Prepared to... | Time Allotted |
|---|-------|----------------------------|--|---|----------------------------|
| 1. Welcome & Standing Items <ul style="list-style-type: none"> • Review of Agenda and Meeting Agreements | Kade | I | We revise agenda to reflect our current priorities and we engage team member through roles. | Offer to assist with roles | 5 mins 10:00am-10:05am |
| 2. Brief Introductions <ul style="list-style-type: none"> • What is the most important thing to capture in an application for service? | Kade | I | Share who you are and where you come from. | Introduce yourself | 10 mins 10:05am-10:15am |
| 3. Single Application for DD services | DDD | I & D | What are the “must haves” in an application? | Bring suggestions and think of examples | 30 mins 10:15am-10:45am |
| 4. Person-centered thinking (PCT) and Charting the LifeCourse (CtLC) | DDD | I & D | How do keep the person first throughout the application process through the use of PCT and CtLC? | Bring suggestions and think of examples | 20 mins 10:45am-11:05am |
| 5. Supplemental information | DDD | I & D | Develop a list of additional items that may be requested | Bring suggestions and think of examples | 15 mins 11:05am-11:20am |
| 7. Do we know what we are expected to do before we meet again on? | Jess | I | We review action items and deadlines | Follow through on accepted tasks. | 5mins 11:20am-11:25am |
| 8. What items do we want to add to our next agenda? | Jess | I | We prepare a draft of next meeting agenda | Contribute items to the agenda. | 5 mins 11:25am-11:30am |