

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: September 8, 2022

Time: 10:30am - 12:00PM CT

Meeting Agreements:

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

Location: [Zoom](#) Meeting ID: 987 3235 9813
Passcode: 470298

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"> • Is there any additional information the workgroup needs? 	Kade	I	Share who you are and where you come from.	Introduce yourself	10 mins 10:05am-10:15am
3. How to apply for DD services	DDD	I & D	Review Wyoming application guide found here .	Determine what to outline in DD guide	20 mins 10:15am-10:45am
4. Steps to applying	DDD	I & D	Determine the steps needed to apply for DD services	Bring suggestions and think of examples	30 mins 10:45am-11:05am
5. Roles and Responsibilities	DDD	I & D	Develop a list of necessary documentation and determine who will be responsible to gather it	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