

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: October 13, 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 10:30am-10:35am
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 10:35am-10:45am
3. Update on steps to applying	DDD	I & D	Review discussion with DSS	Discuss and ask questions	20 mins 10:45am-11:05am
4. Training need for providers	DDD	I & D	Determine the training needs for providers regarding the revised process	Bring suggestions and think of examples	20 mins 11:05am-11:25am
5. Training needs for families/referral sources	DDD	I & D	Determine the training needs for individuals/families and other stakeholders regarding the revised process	Bring suggestions and think of examples	20 mins 11:25am-11:45am
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 11:45am-11:50am
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 11:50am-11:55am