

**TASK FORCE:
Outcomes and Evaluation**

ACTION MINUTES

**November 28, 2007
Public Health Department
Santa Barbara**

Attendance: Amy Ratliff, People Helping People, Susan Klein-Rothschild, Public Health, Merith Cosden, UCSB, Daniel Milei, Information Technologies, Nancy Gottlieb, ADP, Nancy Vasquez, MPN Project Manager, Thom Allena, Task Force Facilitator.

1. Task Force Composition

- A. We looked at the current task force membership especially in light of the potential of being a pilot site for the Data Repository Pilot Project for the county and the need to have key county stakeholder agencies involved.
- B. Action items were (member responsible for item in parentheses):

Action Item	Description	Completed
#1	Re-contact Sheriff's Department to identify an IT representative to be part of our task force (Freya)	
#2	Contact Georgina Duran-Conn at the Probation Department to identify an IT staff person to be part our task force. (Nancy G.)	

2. Strategy Discussion Regarding All Task Forces

- A. We discussed the need for the strategies from all task forces to be specific and concrete so as to be measurable
- B. Action items were (member responsible for item in parentheses):

Action Item	Description	Completed
#3	Contact task force facilitators to stress that each strategy has to identify specific audience, actions and goals (Nancy V. & Thom)	
#4	Attend the Safe Neighborhoods Task Force as our task force liaison with Freya (Amy)	

3. Discussion of Current Meth Data Being Collected and Developing Data Elements

- A. Susan gave a brief presentation and provided handouts regarding data currently being collected within the Public Health Department. Merith shared a general overview of the information UCSB is currently collecting from PC 1000, Prop 36 and Drug Court. Nancy G. shared about data from CALOMS. The group decided that the starting points for developing our project data elements as well as for the data repository pilot would include two specific instruments: CALOMS and ASI (Addiction Severity Index). Other elements would be added to the baseline elements contained in these two instruments.
- B. The action items were (member responsible for item in parentheses):

Action Item	Description	Completed
#5	Bring copies of CALOMS form to our next meeting on December 19. (Nancy G.)	
#6	Bring copies of ASI form to our next meeting on December 19. (Merith)	
#7	Bring current Probation and ADP data dictionaries (Merith and Nancy G.)	

4. Other task Force Actions

- A. Other action items from the meeting included:

Action Item	Description	Completed
#8	Check on the next IAPC meeting (Susan)	(IAPC meeting: December 3)
#9	Present data elements at future CLEC meeting (TBD)	
#10	Facilitation of December 19th Outcomes and Evaluation Task Force meeting (Nancy V.)	

5. Meeting Conclusion

- a. The meeting was adjourned at 3PM. The next meeting for the Outcomes and Evaluations Task Force is scheduled for **Wednesday, December 19, 2007 from 1:00PM to 3:00PM in Conference Room C103 of the Public Health Department in Santa Barbara.**
- b. Also it was decided that the standing future meetings starting in January 2008 would be the **4th Wednesday of each month in Room C103 at the Public Health Department. Those dates are: January 23, February 27, March 26, April 23, May 28, June 25 and July 23.**