

## Bureau of Nutrition and Physical Activity Training Advisory Group iLinc Minutes

**Date:** Tuesday, December 17, 2013

**Time:** 1:00 – 2:00 p.m.

**Location:** 150-Conference Room 315B

**Attendees:** **Local Agencies represented:** Adelante, Cochise, El Rio, Gila, Graham, Maricopa, Pima, Pinal, Yavapai and Yuma  
**ADHS:** Ben Hartley, Jaclyn Chamberlain, Erika Garcia, Tanja James, Melanie Aesch and Devon Wilson-Torres **CMA:** Sally Mahoney, Cecilia Romo-Thompson

| Agenda Item           | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Follow Up                                                                                                                                   |
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| Welcome/Introductions | Today: <ul style="list-style-type: none"> <li>• HANDS</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                             |
| Follow-Up             | Timeline <ul style="list-style-type: none"> <li>• Now thru May will discuss computer system, changes and discuss feedback</li> <li>• April &amp; May will host two calls</li> </ul> Manuals <ul style="list-style-type: none"> <li>• Tabs would be helpful on AIM 101 manual and others</li> <li>• Taking best of all manuals to have most efficient resource for staff</li> </ul> Staff Participation <ul style="list-style-type: none"> <li>• Time to complete an exercise (1-2 hrs/week): Once per month; 4 hours per month breaks down to 1 hour per week</li> </ul>                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Those that have concerns regarding timeline or staff participation are to email Jaclyn.</li> </ul> |
| Discuss               | <ul style="list-style-type: none"> <li>•</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                             |
| Review Navigation     | Known Issues <ul style="list-style-type: none"> <li>• Alerts are not helpful; often missed</li> <li>• There is a max character count in “notes” – not enough space</li> </ul> Changes           Icons: <ul style="list-style-type: none"> <li>• Home screen will indicate any News or Alerts with info</li> <li>•  Paper icon indicates clickable info</li> <li>•  Green check mark indicates a tab/task is complete</li> <li>•  Red asterisk indicates more info is needed for completion</li> <li>•  Blue highlighted area indicates where you are</li> </ul> |                                                                                                                                             |

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| Agenda Item          | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Follow Up                                                                                                                                                                                                                                                                                                      |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | <ul style="list-style-type: none"> <li>•  Large Red Heart indicates High-Risk</li> <li>•  Box with a check mark indicates a Health Check is needed</li> <li>•  Inter-changing arrows indicates an Out-of-State Transfer</li> <li>•  Wheelchair with a circle indicates a Disability</li> <li>•  Triangle with an exclamation mark indicates a Staff Alert</li> <li>•  Document with box indicates Forgotten/Missing Documents</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Now required to define note Type</li> <li>• Cannot delete, will become part of "history" once complete</li> <li>• Can access entire family thru dropdown menu</li> </ul> <p>Care Plan Tab</p> <ul style="list-style-type: none"> <li>• Red heart indicates Unseen, will change to Green once seen. Nutrition icon will still appear to indicate High-Risk</li> </ul> |                                                                                                                                                                                                                                                                                                                |
| Staff Intro to HANDS | <p>Things to Consider</p> <ul style="list-style-type: none"> <li>• Document proof of I.D. would require second Authorized Rep.</li> <li>• Remembering to change the alert once completed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Icon cheat sheet would be great visual aid</li> <li>• Are Inactive family members visual different from Active in system? For now, will need to hover over participant to see status.</li> <li>• Trouble shooting reference page with "If, Then" scenarios</li> </ul> |

**Next Meeting:**