

Kalamazoo Wraps

Integrative Action Team Subcommittee Meeting Report

Subcommittee: Cultural Linguistic Competency (CLC)

Date: 06/23/09

Name	Affiliation	✓
Rebecca C.	KCMHSAS	✓
Heidi H.	KCMHSAS	✓
Sharon R.	KCMHSAS	✓
Carolyn S.	WMU	✓
MaryBeth M.	ASK	✓

Name	Affiliation	✓

If additional input was sought outside the meeting, please describe: None.

AGENDA ITEMS:

I. Review & Accept Minutes.

- Minutes were accepted both for Kalamazoo WRAPS CLC, and Regional CLC

II. Review of previous assignments.

- Tasks were reviewed. (See updated task sheet.)

III. Discussion of how the selected Assessment tool might be used by SOC partners and the process for introducing the tool to system partners and inviting their participation

A tool to evaluate Cultural Competency has been decided on, now we need to move onto the implementation stage and implement in organizations that aren't currently using an assessment tool before approaching those partners who may already have a process they've used to assess cultural competency. Implementation recommendation: Group suggests finding a good contact person at each site, explain the process to them and partner with them to implement the assessment tools.

IV. Recommendations for the assessment protocol- how should we conduct this assessment i.e. recommendations for who should complete the tool (individual vs. group; how should it be rolled out to the providers and SOC- does it need to be piloted first?)

The suggestion was made first start implementation through KCMHSAS and other Community Mental Health agencies in order to be able to serve as a resource pilot for other SOC agencies. Once we are ready to start implementation of the assessment process we should look at implementing through administrative level at the agencies that are currently part of the Integrative Action Team. Group would like to suggest using the assessment tool at a group level, to be done by key managers at staff meetings together instead of having them completed individually by one individual. Group also discussed electronic version vs hard copy, and decided that hard copy would probably work best. Group also agreed that personal contact is a must throughout the implementation process.

V. Next Steps & Misc. (A representative from the Hispanic Council has been invited to attend a CLC meeting but hasn't responded yet). The July CLC meeting is cancelled due to the SOC conference in Anaheim

Carolyn mentioned a possible study that might be coming together regarding Latinos. More information will follow.

VI. Next CLC Meeting.

- Next meeting – To be determined – currently planning on having the next meeting during the National Site Visit in August
- *Please bring your copy of the attached CLC strategic Plan Review to the next meeting.*

Conclusions Reached:

The group agreed that a pilot program should be in place for assessment implementation.

Recommendation(s) to Management Team and Person(s) responsible:

TASK LIST

Name	Task	Due Date
Sharon	Get a copy of the Parent Organization Version of assessment tool	

COMPLETED TASKS

Name	Task	Completed
Sharon	Email Manuel B. (school system) regarding getting in touch with Hispanic parents/families.	06/23/09
Sharon	Will set up a meeting with Phil Re: demographics for client satisfaction surveys. Race & ethnicity demographics were added to client satisfaction surveys per our request—no progress on sexual orientation or gender identity data to date. Need to get back with Phil to be sure demographic information is included in ALL customer satisfaction surveys.	06/23/09

Submitted by: Heidi Hall Revised by Sharon Roepke
Date: 06/23/09

Upon completion, forward this report to the Lead Evaluator and Technical Assistance Coordinator of the grant.