



## Committee In-person Meeting: Addressing Performance Measure Gaps in Home and Community-Based Services to Support Community Living

April 29 – April 30, 2015

NQF Conference Center at 1030 15th Street NW, 9<sup>th</sup> Floor, Washington, DC

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### Remote Participation Instructions:

*Please Note:*

- All deliberations of the Committee are public; all meeting agendas and materials will be posted on the [project webpage](#).
- Members of the public can observe the meeting online or in-person in Washington, DC. Space in the meeting room is limited; register to attend through the [project webpage](#).
- Online participation will include streaming access to audio, slides, and the ability to pose comments and questions via the web platform chat box.
- Comments from the public will also be requested during designated times throughout the meeting. Should the volume of comments exceed the time allotted, project staff will collect them in writing to share with the committee and follow up with commenters as needed at a later date.
- Public comments are also accepted throughout the project at [HCBS@qualityforum.org](mailto:HCBS@qualityforum.org).
- For anyone unable to attend the event, a meeting summary, recording, and transcript will be posted within two weeks.
- This is the latest in a continuing series of opportunities to engage with the HCBS quality work. The project will continue well into 2016 and will publicly release a series of draft recommendations for public input, with the first scheduled for July 2015.

### *Streaming Slides and Audio Online*

- Direct your web browser to: <http://nqf.commpartners.com/se/NQFLogin/>
- Under “Enter a Meeting” type the meeting number for Day 1: 495303 or for Day 2: 903373
- In the “Display Name” field, type your first and last name and click “Enter Meeting”

### *Teleconference*

- Dial (888) 802-7237 for committee members and (877) 303-9138 for public audience

### Meeting Objectives:

- Discuss and agree upon a working definition of HCBS as the first component of a conceptual framework for measurement
- Collect committee input on how to best conceptualize the framework visually
- Define potential measurement domains and subdomains for the framework
- Identify the most fertile ground for measurement and direct the ongoing environmental scan and synthesis of evidence accordingly

**Day 1: Wednesday, April 29, 2015**

- 9:00 am**      **Welcome, Introductions, and Overview of Meeting Objectives**
- Welcoming remarks and brief introductions of committee members
  - Review committee's charge and scope of work
- 9:30 am**      **Project Definition of Home and Community Based Services**
- Discuss results of HCBS definition exercise from February web meeting
  - Reach consensus on the draft definition of HCBS
  - Discussion and questions
- 11:00 am**      **Opportunity for Public Comment and Break**
- 11:15 am**      **Beginning the Process of Developing an HCBS Measurement Framework**
- Past and present efforts related to HCBS quality: HHS and private-sector projects
  - Review existing HCBS frameworks
  - Committee discussion of intended uses of the HCBS framework and potential components to represent
- 12:15 pm**      **Opportunity for Public Comment**
- 12:30 pm**      **Lunch** (On your own for members of the public)
- 1:00 pm**      **Small Group Work: Illustrating the Conceptual Framework**
- Use drawing techniques to develop visual representation of conceptual framework
- 2:00 pm**      **Share Results from Small Group Discussions**
- Share and discuss sketches of the conceptual framework
  - Come to agreement about what concepts need to be represented
  - Discussion and questions
- 2:45 pm**      **Opportunity for Public Comment and Break**
- 3:00 pm**      **Defining Measurement Domains for the Framework**
- Generate and refine domains for measurement
  - Discussion and questions
- 4:15 pm**      **Opportunity for Public Comment**
- 4:30 pm**      **Summary of Day and Adjourn**

## Day 2: Thursday, April 30, 2015

- 9:00 am**      **Review Results and Themes from Day 1**
- 9:30 am**      **Present Methodology for Environmental Scan and Synthesis of Evidence**
- Share and refine planned approach for environmental scan of measures and synthesis of evidence to support measurement
  - Discussion and questions
- 10:30 am**      **Small Group Work: Defining Measurement Sub-Domains for Chosen Domains**
- Generate sub-domains for measurement under each of the domains identified during the preceding day
- 11:30 am**      **Share Results from Small Group Discussions**
- Share and discuss measurement sub-domains
  - Discussion and questions
- 12:15**      **Opportunity for Public Comment**
- 12:30**      **Lunch** (On your own for members of the public)
- 1:00 pm**      **Committee's Review and Final Refinements to Conceptual Framework**
- Revisit illustration of conceptual framework
  - Revisit domains and sub-domains for measurement
  - Discussion and questions
- 2:15 pm**      **Round Robin: Identifying Fertile Ground for Measurement**
- Each committee member responds to discussion prompts
- 3:15 pm**      **Opportunity for Public Comment**
- 3:30 pm**      **Review Next Steps and Adjourn**