

**CCPS STEERING COMMITTEE MEETING MINUTES
JUNE 15, 2011
NATIONAL UNIVERSITY**

PRESENT: Theresa Costa, Ricki Urias, Denise Vermeltfoort, Patricia Lindsey, Joan Murphy, Pat Brown, Esther Castaneda-Wilson, Brenda Starks, Carolyn Drake, Stephanie Robinson, Mariamma Mathai, Lynne Ashbeck, Sarah Dupuis, Laurel Friesen, Christine Lawry-Hawkins, Carol Fernandez, Kitty Cazares, Tara O'Dell, Sue Smile-Janecek, Kelly Price, Sherri Abbott, Barbara Marshall, Amanda Musto, Gwen Ross, Linda Sue Garner, Kathie Allred, Tracey Jensen, Pilar De La Cruz-Reyes.

TOPIC	DISCUSSION	OUTCOME
Welcome & Introductions	Meeting called to order at 1335	Self introductions were made. Acknowledgment and thanks given to National University for hosting the location and the refreshments.
Review of Minutes	Minutes of the January 26, 2011 meeting reviewed. Motion to approve made by Joan Murphy and seconded by Lynne Ashbeck	Minutes approved as emailed.
Sub-committee reports	Denise presented information from the sub-committee that was reviewing the 4 tier charging structure to see if it should be consistent for both academia and service. She also shared historical info on how the 4 tiers had been established and how the large hospital systems were allowed to group their hospitals and pay a larger fee. Sub-committee discussed the idea of establishing principles: <ul style="list-style-type: none"> • Service: to pay a flat fee per organization; • Academia: to pay per number of students versus number of students placed in the system (this would 	Sub-committee reviewed whether the 4 tier structure should be the same for academia and service.

	<p>help the LVN schools).</p> <p>There was lots of discussion as to which system would be best. No decision was made by the group; in order to be able to make a final recommendation, more information is needed. Members stated that they need to see actual proposed figures in an email before making a decision.</p> <p>Information is needed as to the number of students in the nursing program versus the number of students actually placed in the CCPS system.</p> <p>Discussion around hospitals focused on whether they should be charged per license rather than combining into one large system. Questions also arose regarding the rural health clinics and how they should be charged when they come on to the system?</p> <p>The question was also raised as to whether academia should be charged per student or per placement and not to exceed a certain amount.</p> <p>.</p> <p>Also discussed was the need to have a contingency fee for any needed upgrades, or changes needed to the system. Current expenses for the system are close to \$20,000 per year. Currently there is no overhead fee</p>	<p>Denise will send an email to the Data Administrator to post on the board requesting that academia provide the number of students each school has. The information is due to Sharon Andrews-Boock by July 5, 2011. The time frame for the information will comprise from June 1, 2010 to May 31, 2011. Based on the information received, the sub-committee will come up with a recommendation that will be presented at the next steering committee meeting.</p> <p>The 2012 fee structure will include money for contingency fees.</p>
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	being charged by the hospital council to invoice and keep tabs of the money.	
Operations Manual	<p>Based on feedback from the Steering Committee members, an operations manual has been established.</p> <p>The draft needs to have the correct email address on the first page under program description.</p> <p>On page 3, under values, “Educational Excellence” should be changes to “Educational Access”</p> <p>On page 6, #5, underline the word “agencies”</p> <p>Page 10, #2, delete the word “to” and on #4, add the word “experiences” after the word “requirements”.</p> <p>Paage 12, under History of CCPS, eliminate the word “of” in the first line.</p> <p>A Table of Contents needs to be added</p>	<p>Operations manual accepted as a draft with a few minor changes. However, before it can be finalized, the fee structure needs to be established and agreed upon by the members.</p> <p>Pilar will make the additions/corrections. The manual will be reviewed by the members and approved at the next meeting.</p>
Faculty/Student Orientation Booklet	<p>Questions arose as to whether the service agencies are still requiring its use or were they using their own policies.</p>	<p>Most service facilities are still requiring the students and faculty to review and complete the test. The faculty/student orientation booklet will continue to be used. A sub-committee will be asked to update the booklet as needed. The revised booklet will be brought back to the next meeting. Pilar will call the sub-committee together to review the booklet for any changes.</p>
MOU process	<p>Because there had been some issues with getting some of the MOUs signed, the process was reviewed.</p>	<p>MOU is to be signed electronically by each of the participating agencies and returned to the Hospital Council’s Fresno office. The Hospital Council will</p>

		then send a copy to the Sacramento office who once they receive it will invoice each entity for payment.
Notification time frame	If an agency is not going to allow students in their facility or if an agency no longer wishes to continue to utilize the CCPS scheduling program, they must give prior notice.	<p>If a service entity decides that it will no longer be allowing a school to bring students to their facility, they must provide the school with a sixty (60) day notice so that other arrangements can be made by academia for placement of those students.</p> <p>If an agency wishes to opt out of the CCPS program and no longer wants to use the CCPS program to place their students, they must provide a forty-five (45) day notice in writing to the Hospital Council.</p>
Report from Data Administrator	<p>Sharon reviewed some of the general guidelines of the CCPS program. Some questions arose regarding some needed updates:</p> <p>Cancelled requests should not appear on the grid;</p> <p>Filtering by day of the week;</p> <p>Columns need to be added to show floor totals;</p> <p>Grid needs to have a print option so that it prints onto a full page.</p>	<p>Sharon will check with Ann Burgess to see if these issues can be resolved through an update.</p> <p>A new link for www.sjvnec.org has been added to the dashboard in the upper right hand corner to allow users to go from one screen to another when working on requests. This allows the users to have more than one window open.</p>
Conflict resolution day/ training labs	<p>Sharon shared information.</p> <p>There were 232 conflicts at the start of the meeting. 45 conflicts were resolved. Another 40 conflicts were resolved by the end of the day. Again, not all schools participated which created a real problem for the schools that were in attendance as</p>	<p>The next conflict resolution day will be held on March 30, 2012 and Schools must attend for it to be successful.</p> <p>If users need additional trainings they will require sign-ups. Notification of these trainings will be posted on the dashboard.</p> <ul style="list-style-type: none"> • Training for Schools will be held on

	<p>they could not get all of their conflicts resolved before leaving the meeting. When the schools that did not attend finally did put in their requests, this created even more conflicts for schools that thought they had handled all of their conflicts at the meeting.</p>	<p>February 8, 2012 from 10:00-12:00</p> <ul style="list-style-type: none"> • Training for Agencies will be held on April 18, 2012 from 10:00 – 12:00 <p>These trainings will only be done by sign-ups. If users need additional training, they must sign up for a session.</p> <p>Steering committee agreed that all conflicts must be resolved during the conflict resolution session. If a particular school does not participate, they may risk losing their ability to have their first preference with regards to scheduling their students. If a school chooses not to attend the conflict resolution session they will have to place their students in the openings that are available. No changes can be made to the system to accommodate schools that did not attend after the end of the conflict resolution meeting.</p> <p>In the future, Pilar will call each school to remind them that they must have a representative present for the conflict resolution meeting.</p>
2012 calendar	Sharon needs to get a classroom at National University for the trainings.	The calendar will be presented at the next meeting.
Pivot tables and floats	Need to have a small group meet to discuss this subject. Need to check on costs.	Sharon and Pilar will follow-up on this subject.
Looking ahead	Need to have a back up system for the data administrator and project administrator in case they choose to retire. A small group needs to be identified to work on this issue	Denise, Lynne, Stephanie, Tracey, Christine and Pilar will serve on this sub-committee. Pilar will call the meeting.

	and bring back recommendations to the steering committee.	
Announcements	Esther announced that at Community Medical Centers their EPIC go live date is September 28 th .	Students will be allowed at the Community facilities during go live. Mandatory instruction for faculty will take place between August 15 th – 19 th . A flyer will be sent out to the academic facilities announcing the exact date and times and location. All instructors are required to attend an orientation session.
Adjournment	Being no further business, the meeting was adjourned at 1555.	The next steering committee meeting is scheduled on Wednesday, September 28 th from 1330 – 1600. It will be held at National University.