**NewYork-Presbyterian/Queens PPS**

Project –HHC Project Sub-Committee

*Project Committee Meeting*

*March 21st, 2016 10:00pm – 10:30pm EST*

**Attendees**: C.Durham (SelfHelp), D. Friedman (Centerlight), A. Cheng(Revival),A. Simmons (NYPQ) M.Hay (NYPQ), C. Duffy (St. Mary), C. Keane (NYPQ),C. Coon (VNS) M. D’Urso (NYP/Q), S. Kalinowski (NYP/Q), P. Mezei (Americare)

| **Topic** | **Discussion** | **Actions** |
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| 1. **Agenda:** | * Welcome & Purpose * Approve Meeting minutes * Root Cause Analysis-Case * RHO Connectivity Status * Advance Care Planning Tools * Upcoming Milestone: Best Practices * Question &Discussion | * N/A |
| 1. **Approve Meeting minutes:**     Team | * Committee reviewed the minutes from 3/17/16 Meeting for approval. | * Committee unanimously reviewed and approved minutes. |
| 1. **Root Cause Analysis:**   Team | * There is a Root Cause Analysis on May 20th 2016 at NYPQ starting with an educational session by Caroline Keane. | * PMO will email out registration forms * Partners will email PMO registration forms with attendees. |
| 1. **RHIO Connectivity Status:** | * M. Hay gave an overview of the progress made on the RHIO throughout the PPS. * If there are any questions or concerns please feel free to reach out to Marlon Hay or Cory McConnell. * All Partners must be connected to RHIO | * Partners must reach out to IT PMO if there are any questions . |
| 1. **Advance Care Planning Tools:**   C. Keane | * The Advanced Care Planning Tools was approved at the Clinical integration meeting on 3/22/16. * All partners must be trained on INTERACT. | * Partner should email PMO if they have training needs. |
| 1. **Upcoming Milestone: Best Practices:**   S. Kalinowski | * Partners must crate PPS wide document for Approval. * Partners are encouraged to share their current best practices with the committee. * St Mary is currently using IVR phone calls to prevent re-admissions. | * Partners should email PMO their current best practices. |