

## Policy and Quality Committee Meeting Summary

June 12, 2024

11:00 am-12:30 pm

Agenda items:

### 1. **CY 23 Provider Agency Annual Report**

- a. The Committee reviewed and discussed the CY23 Provider Agency Annual Report data within Smartsheet.
- b. The survey was reviewed to examine its current language and wording.
- c. Attendees provided ideas for modifying the survey.

### 2. **CY 24 Annual Report Template**

- a. Meeting attendees provided feedback on the template, and recommended:
  - i. Adding more services to the form.
  - ii. Making some of the fields drop down fields opposed to open-ended text fields.
  - iii. Attendees also provided suggestions to the wording of the survey.
  - iv. One individual asked for some type of instruction sheet to accompany the survey to ensure that the Smartsheet is filled out correctly.