Work Group Chair/s: Kim DeCoste/Nancy Semrau
Today's Recorder: Nancy Semrau
Today's Reporter: Kim DeCoste and Nancy Semrau
Members Present: April Sandlin, Cara Castleberry, Dana Graves, DeAnna Leonard, Denesa Watts, Erin Kelley, Jamie Francis, Jamie Lee, Julie Shapero, Julie Steber, Kim DeCoste, Nancy Semrau, Tami Ross, and Tammy Sutton.

Agenda Item	Discussion details	Decision details (who will do it and by when)
1	Sign in	• Group members signed the attendance record.
2	Recognition of new 2019 DSMES workgroup co-chairs	• Dana and DeAnna were recognized as the new 2019 DSMES workgroup co-chairs.
3	Member Introductions	• Group members quickly introduced themselves.

4	CDC DSMES Toolkit	• Group discussed and voted on which of the two topics for the CDC DSMES Toolkit the 03/08/19 KDN general meeting will work on.
		
		• The majority voted to work on both topics:
		  o Marketing and Promotion (2 had voted for just this topic)
		  o Increasing Referrals and Overcoming Barriers (0 had voted for just this topic)
		
		• Don't forget to invite others who might be interested in working on this at the 03/08/19 meeting.

5	Provider Referral Packet	• Nancy reminded everyone that a list of what the group has suggested be included in the provider referral packet is listed in the 4th bullet in the 2nd Agenda Item section of the 09/14/18 DSMES workgroup meeting minutes.
6	Reviewed 09/14/18 DSMES workgroup meeting minutes and discussed action items	• See bullets 7-16 for details.
7	Rx Pad	• Per Kim, the Board reviewed the group's Rx Pad and asked that some items be added to make it usable as a referral form. The group discussed the suggestion and confirmed the

		intent of the pad was not as an official referral but as a call to action for the patient by the provider. The group agreed the tool is more like a flier and want to keep it simple and easy to read. For these reasons, the group voted to keep the Rx Pad as is and to add the following text "*For insurance purposes, a signed referral from your healthcare provider may be required." Cara's team created the original, and she has agreed to update the tool. She will send it to DeAnna and Dana when it is done. They will follow-up on Board approval of the Rx Pad and its listing as a tool on the KDN website. They will advise the workgroup members when the document has been approved and listed.
8	Provider referral packet cover letter	• Kim is tweaking the provider referral packet cover letter. Upon its completion, she will send it to DeAnna and Dana who will in turn send it to Janey after their review.
9	Potential provider referral packet distribution to KDN listserv	• Topic to be carried forward from 12/07/18 meeting, since it cannot be completed yet – Dana and DeAnna to ask Janey about sending information about the provider referral packet to the KDN listserv once it is completed.
10	Board ask regarding provider referral packet	• Topic to be carried forward from 12/07/18 meeting since it cannot be completed yet -- Per the Board's request, when it becomes more complete/final, Dana/DeAnna will submit the whole healthcare provider referral packet to Janey, so the Board can become familiar with what's in it.
11	Printing of DSMES workgroup created tools	• Kim obtained estimates from three printers for the DSMES workgroup created tools to be printed. She will send them to DeAnna and Dana for further action.
12	"HAVE DIABETES You *can* manage it" poster (This is the tool Janey asked the group to update) • Suggested updates • Request for poster to be made into a pop-up	• For the "HAVE DIABETES You *can* manage it" poster, Kim advised the group of Board suggested changes. Kim will send the suggestions to Julie, who will update the draft. When done, Julie will send it to Nancy and Kim for distribution to the group for last comments. DeAnna and Dana will send the group's final version to the Board for review at their February meeting.

		• Nancy resent the question to Janey about having the "HAVE DIABETES You *can* manage it" poster made into table or full-sized pop-ups. Dana and DeAnna to follow-up with Janey as the answer to the question had not been received by the 12/07/18 meeting.
13	[DSMES](#) section of the KDN website under the Information and Resources section	• Revisited Janey's request for volunteers to update the DSMES section of the KDN website. No volunteers. If you are interested in helping, please let [Janey](#) know.
14	Provider targeted flier *Improve Diabetes Outcomes*	• Group discussed it does not have a generic version of its healthcare provider targeted flier/poster *Improve Diabetes Outcomes*. Tami's team created the original, and she has agreed to create the generic version too. She will send it to DeAnna and Dana for distribution to the group when it is done. (Customizable version: http://www.kydiabetes.net/images/files/Diabetes%20Provider%20Infographic%20fill%20in%202017%20FINAL.PDF)
15	Large consumer targeted poster (HAVE DIABETES/Proven to Work)	• Tweaks to the large consumer targeted poster (HAVE DIABETES/Proven to Work) were discussed. Barren River created the original, and Cara has agreed to add the testimonial that April/DeAnna will send to her.
16	Algorithm of Care (Suggested to be in the Provider Referral Packet)	• Kim is working on seeing if the KDN logo can be placed on the Algorithm of Care (The four critical times to refer to DSMES). Link to the [AADE](#) webpage: https://www.diabeteseducator.org/docs/default-source/practice/algorithm-of-care.pdf?sfvrsn=2

17	Frequency of review for group created materials	• The group discussed how often its tools should be reviewed and updated
		   o It was suggested this is not specific to the DSMES workgroup; therefore, a discussion between leadership and all the workgroups is needed.
		   o It was suggested each group be responsible for reviewing/updating its own materials.
		   o It was suggested a date be included on the tools or a log of the last update be kept somewhere.

		• o Dana and DeAnna to bring this topic to the leadership.

18	Gauging effectiveness of group created tools	• Kim advised the group the Board wanted to know how the effectiveness of the tools would be evaluated. Some suggestions are below:
		    o # ordered from KDN website
		    o # ordered from the organization sending/printing them
		    o # of online hits the tool gets
		    o # of times its downloaded from either the KDN website or the organization hosting the tool
		    o How many copies printed and distributed
		    o Asking how the individual found out about the diabetes session, where they got the information/tool from, etc. This speaks to the "Referral Source."
		    o Group members to start thinking about other ways to evaluate the effectiveness of the tools. How often to assess this?

19	**ACTION ITEMS**	• All group members -- Don't forget to invite others who might be interested in working on the CDC DSMES Toolkit to the 03/08/19 KDN meeting that starts at 9:00 am ET. • Cara will add the "*For insurance purposes, a signed referral from your healthcare provider may be required" text to the Rx Pad and send it to DeAnna and Dana when she is done. They will follow-up on Board approval of the Rx Pad and its listing as a tool on the KDN website. They will advise the workgroup members when the document has been approved and listed. • Kim to finish tweaking the provider referral packet cover letter. Upon its completion, she will send it to DeAnna and Dana who will in turn send it to Janey after their review. • Dana and DeAnna to ask Janey about sending information about the provider referral packet to the KDN listserv once it is completed. • Per the Board's request, when it becomes more complete/final, Dana and DeAnna will

		submit the whole healthcare provider referral packet to Janey, so the Board can become familiar with what's in it.
		• Kim will send the three printing estimates for the DSMES workgroup created tools to DeAnna and Dana for further action.
		• Kim will send to Julie the suggested changes to the "HAVE DIABETES You *can* manage it" poster. Julie will make the changes and send the updated draft to Nancy and Kim for distribution to the group for last comments. DeAnna and Dana will send the group's final version to the Board for review at their February meeting.
		• Dana and DeAnna to follow-up with Janey about having the "HAVE DIABETES You *can* manage it" poster made into table or full-sized pop-ups.
		• All group members -- If you are interested in helping to update the DSMES section of the KDN website, please let Janey know.
		• Tami's team to create a generic version of the group's healthcare provider targeted flier/poster *Improve Diabetes Outcomes.* She will send it to DeAnna and Dana for distribution to the group when it is done.
		• Cara to update the large consumer targeted poster (HAVE DIABETES/Proven to Work) with the group's suggested changes. April/DeAnna will send Cara the testimonial to be added to the poster.
		• Kim to continue working on seeing if the KDN logo can be placed on the Algorithm of Care tool (The four critical times to refer to DSMES).
		• Dana and DeAnna will bring to the KDN leadership the topic of having each workgroup review/update its own created materials and how often this should be done.
		• Group members to start thinking about other ways to evaluate the effectiveness of the tools and how often to assess this.
		• Don't forget the next KDN meeting on

		03/08/19 starts at 9:00 am ET instead of 10:00 am ET.