Subcommittee Members Attending by Phone:
Maribel Marin
Pam Miller
Victoria Jump

State Agency Representatives Present:
Wilson Tam, California Department of Aging

Agenda Item 1: Update ADRC Data Collection Tool

The Subcommittee discussed the history of the current ADRC Data Collection Tool, which was derived from the Semi-Annual Reporting Tool (SART) from a previous ADRC grant, and agreed the current tool was too laborious to complete.

The Subcommittee discussed the goal of simplifying the current ADRC Data Collection Tool to collect basic data already being captured by ADRC partners for the purpose of highlighting the valuable services provided by ADRCs in California. In result, the revised ADRC Data Collection Tool has been pared down to one page and includes six data categories. The Subcommittee recommended reporting of data on a quarterly basis.

The six data categories include:
1. Total Contacts
2. Short-Term Service Coordination
3. Outreach/Education/Enrollment Activities
4. Client by Age
5. Options Counseling
6. Transition Services

Action Items include:
- Create meeting notes and convert ADRC Data Collection Tool into an accessible format
- Provide updated ADRC Data Collection Tool to the ADRC Advisory Committee for review and feedback