**Improved Systems Performance Team  - April 7th, 2017**

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| Agenda | Notes |
| 1. Welcome and Introductions
2. Meningococcal Vaccine Toolkit

 <http://www.immunizekansascoalition.org/meningitis-toolkit.asp> * Review User Guide
* Other Edits or Suggestions
* Toolkit Launch
	1. Toolkit is Currently Live Online (“Soft Launch”)
	2. Suggestions for Formal Launch and Promotion of Toolkit by Education and Awareness Team
1. HPV Toolkit: Any further updates or edits, particularly related to 2-dose schedule?

<http://www.immunizekansascoalition.org/hpv-resources.asp>1. Possible Future Work: Suggestions have included a TDAP toolkit
2. Evaluation of Toolkits: Discussion
3. Other Business
4. Next Steps for this Team
5. Meeting Report Out to Full Coalition
 | 2. Meningococcal Vaccine Toolkit* Minor Updates provided by Phil
* Letter from Hope (similar to Dr. Eplee’s letter from the HPV toolkit).
	+ Hoping for June 1st official launch date of the meningococcal toolkit

3. HPV Toolkit* Waiting on state changes
* Changes have been made on the CDC links but some sites still have not made updates

4. Possible future Work: * TDAP toolkit: focus on the language – bundling the HPV and meningococcal toolkit
	+ Focus on the language, not just at the provider level but also for team based approach.
	+ Looks different than the other 2 toolkits. Less resource focused since it is mandatory; more language focused on the announcement of the vaccine and the bundling process

5. Evaluation of Toolkits* Optional feedback for rates
	+ Popup box for feedback on specific toolkits (make it optional).
		- If this is possible, some example questions would be1- How useful was this site? (1-5 scale)2- Would you use this site again? (y/n)3- How to improve site? (free text)4- Who are you? (check box: provider, teen, etc)
* Reporting data to WebIZ
	+ What are the reporting rates and what do they need to be? (Is this even our team?)
	+ How can we connect people to this?
* What can we do on the analytic side of things?
	+ Can we track hits on certain links?
	+ Are there any ways to track downloads on the toolkits specifically?

6. -7. Nest Steps: 1- Evaluation steps for toolkits2- Additional feedback with TDAP toolkit8. - |