**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 be 1- 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 toolkits  2- Additional feedback with TDAP toolkit  8. - |