

MID-VALLEY SUICIDE PREVENTION COALITION

Date: Mon. March 11, 2019

Time: 1:00 – 2:30 pm

Location: Salem Health Building D | CHEC Classroom 1 | 939 Oak St. SE, Salem

QPR Working Group Meeting Minutes

Time	Topic
1:00 pm	Welcome & Introductions
1:15 pm	Standardized Pre- & Post-Test <ul style="list-style-type: none">Review final versions<ul style="list-style-type: none">A few final edits will be made to further reduce open-ended responses<ul style="list-style-type: none">A couple items will be moved to the instructor registration processWe will create a sign-in sheet to collect a couple pieces of infoParticipant questions will be routed to the website (instead of the post-test) so that we can be more responsive to any questions or concernsPlease begin using the on-line pre- and post-test! Simply create a slide at the beginning and end of your presentation that displays these links...<ul style="list-style-type: none">tinyurl.com/mvQPRpretinyurl.com/mvQPRpostA Spanish translation will be coming soon, accessible via the same linksWe will also create a facilitator post-test to gather feedback on the training from their perspective<ul style="list-style-type: none">Understanding perceived confidence and success of the program and any challenges faced will allow us to better support to facilitators
1:45 pm	Website Updates <ul style="list-style-type: none">The website and calendar will use the same platform as Mid-Valley ParentingThere will be a single link for requesting a training and submitting an event, and there will be a redirect for individuals trying to register for a classLogistics & remaining questions<ul style="list-style-type: none">Trainers should submit their events to the calendar even if the event is “closed” for registration – there is the ability to close registration on the calendar as well (the sign-in sheet will be sufficient for gathering key info)Stephanie, Abby, and Michelle will have the ability to see registration information for all events, and will share rosters the day before with trainersRequests for QPR materials will be integrated in to the registration process
2:10 pm	Working Group Worksheet Discussion <ul style="list-style-type: none">Participants at the last full coalition meeting (mostly) completed a worksheet to guide the direction and next steps of the working groupPlease review it in advance of our next meeting and come prepared to discuss

Time	Topic
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| 2:20 pm | General Discussion & Next Steps <ul style="list-style-type: none">• Meetings 4th Wed. of each month – Contact Michelle if you know of available space• Next meeting: Wed. March 27, 9:30 – 11:00 am, 3180 Center Street NE, Salem Abiqua Creek Conference Room (2350) |
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Parking Lot

- Calendar & registration logistics
- Pre/Post-Test logistics
- Facilitator checklist
- Money for training materials
- Facilitator trainings & master trainers
- Facilitator needs assessment
- Standardized flyers and slide deck templates
- Mapping and expansion of community trainings
- Certificates of completion and/or “safe zone” stickers

Action Items

- Please review the planning [worksheet](#) and come prepared to discuss it at the next meeting.
- If you are unable to attend and you want to share any feedback, email [Michelle](#).