

**2010 KBS Rating Guide Supplement Update
Collaborative On-line and Conference Call Project
Omaha System Users Groups**

Thank you for participating in the KBS Rating Guide Supplement Update! This year we are taking a new approach that will include all interested users of the KBS Rating Guide in Minnesota, Washington, and other states. The goal of this update is to have a shared KBS rating guide that can be used by all participants.

We will have WebEx-conference calls to update the guide on:

- July 27, 1:00-3:00 p.m. CDT
- August 4, 1:00-3:00 p.m. CDT, and
- August 13, from 11:00 a.m. -1:00 p.m. CDT

To prepare for these calls, we will start on-line discussion of issues now. We are using a discussion tool (IdeaScale) that allows everyone to post ideas, comment on them, and eventually vote on them. Please use this procedure to access the on-line discussion. We look forward to leveraging our collective wisdom to improve the guide, and ultimately to benefit documentation quality and improve outcomes for the people we serve.

Procedure for on-line KBS Rating Guide Supplement update discussion and voting

1. This year we will update 16 problems, based on 2 versions of the KBS rating guide supplement, one from Minnesota (2009) and one from the Washington EFSS EIP program (2010). Some of the problems have more than one guide (e.g. Child abuse, Domestic abuse). For your convenience, the materials for each problem have been copied and stored as a file on the ideascala website. All 16 files are also available on the home page of the Minnesota Omaha System Users Group web site:

www.omahasystemmn.org

2. As a whole these KBS rating guides are excellent, but we know that our understanding changes, evidence changes, policies change, and practice changes, so we continue to review and update our materials. We ask that you consider the following principles in your review:

- We always start with and refer back to the definitions of the KBS ratings from the Omaha System book
- We strive for consistency in language with the Omaha System definitions
- We strive for consistency in language across problems

3. Before going on-line to discuss a potential revision to the booklet, have a conversation with your colleagues about the change you are proposing, and the rationale for that change. Each proposed change (new idea) will have its own discussion.

4. Go on-line to <http://omahasystem.ideascale.com/>

5. Go to the very top right hand corner to login. The first time you enter the web site you will have to sign up by giving your e-mail address and creating a password. You will receive an e-mail inviting your participation. Click on the link in the e-mail message to continue.

5. Once you have verified your login, and are on the website, click on the problem you're revising from the categories list on the left side of the web page.

6. All **new ideas** related to that problem will show up in large font. Scan the list of new ideas to see if your idea has already been posted. If so, join that discussion by clicking on the comment icon underneath that *new idea*, and typing a note in the comment field. Then click on "Post Comment" icon.

7. You can keep track of the discussion related to a particular *new idea* by checking the box "Notify me via Email when someone responds or action is taken on this Topic/Idea". Be aware that you may receive many e-mail messages if you check this box! ***You may prefer to visit the web site periodically to monitor the discussions instead of receiving e-mail updates.***

8. If your *newidea* (proposed rating guide revision) has not yet been posted, **click on the orange "newidea+" icon**. Describe your idea briefly in the subject line, and more fully in the content box. ***To make sure everyone sees your new idea when they are checking the web site, please select the problem you're addressing from the drop-down list below the content box.*** Then click on "Post Comment" icon. Again, you can keep track of the discussion by checking the box "Notify me via Email when someone responds or action is taken on this Topic/Idea".

9. Shortly before our meetings in July and August, we will ask you to vote on the ideas that have been posted and discussed. These votes will help us prepare a final draft of the KBS rating guides in advance of our WebEx conference calls.

10. If you have any questions or suggestions about this process, please e-mail Karen Monsen @ mons0122@umn.edu or Amy Lytton @ amy.lytton@co.ramsey.mn.us

Thank you!