

Recommendation/Problem	Solution	Tasks	Responsible Parties	Patrick Involvement?
Use data to evaluate the LAP.	<p>Set clear goals and targets: Set goals for program utilization, benchmarks/metrics for measuring program efficacy, success, and client satisfaction. Complete a comparative analysis to similarly situated LAPs in other states. Eliminate double-data entry. Research what data LAPs in other states are collecting (Illinois). Report data to Oversight Committee.</p> <p>Define data points to collect from clients. Define collection/review periods. Define data points for evaluating the efficacy of groups or group facilitators. Implement the use of BSI throughout program participation—decide when BSI will be administered. Develop a definition of "successful program completion."</p> <p>Patrick: Propose evaluation content and format, work w/ LAP staff to design evaluation process, and implement utilization.</p>	<p>1. Ask Patrick if he specifically reviewed BSI and/or if he has any thoughts as to the assessment tool.</p> <p>2. If he is ok with the tool, draft protocol with Michelle to begin giving the assessment at intervals throughout participation process.</p> <p>3. Ask Patrick for his thoughts re: appropriate intervals.</p> <p>4. Get data re: what Illinois program tracks.</p> <p>5. Work with Michelle and other CM's to review Illinois data and come up with suggested measures.</p> <p>6. Review suggested measures with Patrick.</p> <p>7. Present at December LAP meeting—as interim measures to be used pending finalization of program redesign.</p>	Michelle/Shelby	Yes
Update terminology on intake assessment and other documents. Ensure internal consistency.	Research current terminology. Review existing forms.	Michelle.	Michelle	No
Update the policy manual.	<p>View existing manual, determine the location of the documents, confirm existing policies and procedures, and create a single document.</p> <p>Review current policy, documentation, and practices: (1) Guidelines for handling reviews, relapse, and termination, and (2) Utilization of facilitated groups.</p>	Michelle.	Michelle	No
Gain a better understanding of the needs of lawyers. Work to eliminate the stigma associated with addiction and mental health problems in the legal profession.	Conduct a market analysis to survey attorneys in various settings such as law firms, large employers, and small practices on what they need and the best way to disseminate information. Research how other LAPs are working to reduce stigma.	Begin survey development. Shelby and Michelle with input from Patrick.	Michelle/Shelby	Yes
Increase outreach to law students.	Work with the Committee of Bar Examiners and the California Young Lawyers Association to provide outreach to law students. Create targets for the number of law schools to give presentations, conduct other forms of outreach, and encourage the inclusion of substance abuse and mental health materials in the general wellness material that the law schools provide. Develop a list of contacts at the law schools. Tailor educational and training content to this audience, along with the appropriate medium for content delivery.	Shelby/Michelle to review content Patrick developed for new attorney MCLE and determine if appropriate for law student population. Get list of law schools and contacts and conduct outreach.	Michelle/Shelby	Yes
Increase outreach to newly admitted lawyers.	Include wellness and self-care materials in the mandated 10 hours of CLE requirements for newly admitted lawyers. Work with CYLA to train young lawyers to conduct outreach and education on wellness. Institutionalize the relationship between LAP and the CYLA. Tailor educational and training content to this audience, along with the appropriate medium for content delivery.	Will be fully implemented by February 2018. Oversight Committee? to be provided with content at its December 1, 2017 meeting.		Yes
Offer additional drug and alcohol testing options.	Research the cost, availability, and reliability of other testing methods at the current company. Look into the contract to see limitations.		Michelle/Shelby	No
Update the intake form to be shorter and more streamlined. Eliminate redundancies and non-essential questions.	Ask other lawyer assistance programs about their intake forms.		Michelle/Shelby	Yes