

**MEETING  
ANNOUNCEMENT**

**In-Home Supportive Services  
Quality Assurance Initiative**

**Hourly Task Guidelines Workgroup  
Tuesday, February 22, 2004  
9:30 A.M. – 12:30 P.M.**

**Location:  
Health and Human Services Data Center  
9323 Tech Center Drive, Conference Room 2  
Sacramento, California**

**Note: If you need a reasonable accommodation due to a disability to attend this meeting, or if you need the meeting materials provided to you in an alternate format including Braille, large print, computer disk or tape cassette, contact Andrea Allgood at (916) 229-4000 by February 16, 2005.**

**We are requesting that all attendees RSVP  
BY: Wednesday, February 16, 2005  
TO: Andrea Allgood (916) 229-4000**

**AGENDA FOLLOWS**

**AGENDA  
HOURLY TASK GUIDELINES  
WORKGROUP**

<b>Introductions/Housekeeping/Review of Charter — Brian Koeppe</b>	<b>9:30 – 10:00</b>
<b>SB 1104 Hourly Task Guidelines Requirements — Brian Koeppe</b>	<b>10:00 – 10:15</b>
<b>What is an Assessment? — Joan Boomer</b>	<b>10:15 – 11:00</b>
<b>Break</b>	<b>11:00 – 11:15</b>
<b>Why Time Per Task? — Joan Boomer</b>	<b>11:15—11:30</b>
<b>Resources to Access in Developing Hourly Task Guidelines Discussion — Joan Boomer</b>	<b>11:30—12:00</b>
<b>Meeting Closure And Assignments For Next Meeting — Brian Koeppe</b>	<b>12:00 – 12:30</b>

**PLEASE RSVP TO ANDREA ALLGOOD  
AT (916) 229-4000**