**RISK/Journey Meeting Notes**

**Date:** April 22, 2016  
**Meeting Time (via Telephone):** 11:05 a.m. (Brief Meeting-lasted approximately 10 minutes)  
**Participants:** Tanya Lettman, Cindy Colombo, Candace Johnson-Hurwitz, and Susan Schneck  
**Meeting Purpose:** To finalize study participant recruitment strategy

**Recruitment Strategy**

* Tanya Lettman from Journey selected to implement the following recruitment strategy for DOX and RISK:

**Clinician will ask clients if they would like to receive an informational call about research studies in which Journey is currently participating. If clients agree, the clinician (or an additional person to be decided) will complete a release of information with clients to provide their contact information to our lab.**

* It was decided that only the intake clinicians at Journey would implement the recruitment strategy. Tanya reported that they have worked with research studies before and utilized the identified recruitment strategy with no issues.
* Tanya agreed to work on recruitment for DOX, however she would like to know details about the DOX study as she is only familiar with the RISK study.
* Candace and Cindy offered to meet with Tanya and the intake clinicians to share with them information about DOX and RISK, and to finalize the best way for them to provide the names of interested participants to the lab. Ideally, this meeting will take place in mid-May during the intake workers weekly Wednesday staff meeting at 1:00 p.m. ***\*Ideally, Chris will come to this meeting too.***
* Tanya asked if we were interested in recruiting participants from two other Journey programs-Resource Bridge, a crisis stabilization program, and the Jail Opiate Project. Candace and Cindy told Tanya that they would speak with John about these additional recruitment sources and let her know.

**Treatment and Crisis Plans**

* Tanya verified that all of Journey’s clients’ develop a treatment and crisis plans with their therapist. The plan is developed within their first few sessions. Clients’ meet with their therapist 7-28 days after intake. Journey strives to have initial sessions within one week of intake.

**Post Meeting Action Items**

* **Tanya will email Cindy Journey’s release of information to include with the IRB change of protocol**.
* **Cindy plans to submit change of protocol for DOX and RISK by the end of business day on April 29, 2016**.
* **Tanya will email Candace the intake workers weekly meeting time**. **Candace will follow-up with Tanya if she does not hear from her by April 27, 2016.**
* **Candace will email Tanya to see if she can provide any literature on the Resource Bridge and Jail Opiate Project. This information is not on their website.**

**Next Meeting with Journey:** TBD-The current plan is to meet at Journey in mid-May.