



Health Management System (HMS) Meeting

November 9, 2012

11:00am - 1:00pm

Agenda

- I. Welcome and Introductions** Ariel Morel, Program Manager
Melvin Hernandez, Quality Improvement Specialist
- II. HMS SIG Conference Call Wrap Up**
- III. HMS Minutes**
Minutes will be taken and shared with everyone
- IV. Quality Assurance & Improvement**
- a. ***HMS Reports***
- i. Client Services by Provider – assists with regards to other staff members showing up in your site
 - ii. Client Services by Program Component – assists With regards to ensuring wrong PC's are not used
 - iii. Case Load Reports – run reports on a regular basis and complete random audits – keep records of this. Use different kinds – Clinic based, outreach events and classes
- b. ***Quarterly Report***
Files should consist of cases assigned to the provider by MDCHD without IC completed
- c. ***Monitoring Visits***
- i. Integrity of the Audit: Do ***not*** make any changes to the file/HMS for the records that are requested for auditing
 - ii. Upcoming visits:
 - Wellness for Life: November 16, 2012
 - Children's Home Society: November 19, 2012
 - Institute for Child and Family Health: November 29, 2012
- d. ***Care Plans***
- i. Open Date should match MDCHD date stamp
(This will help you keep a true tally of cases assigned Each month)
- e. ***IC/IA & Cube Reports***
- i. Importance of linking screens

Open Discussion

All

Next HMS Meeting: Friday, December 14, 2012 at 11:00 a.m., Healthy Start Coalition of Miami-Dade, Suite 1401



Health Management System (HMS) Meeting

November 9, 2012

11:00am - 1:00pm

Minutes

Staff Completing Minutes: Melvin Hernandez, Quality Improvement Specialist

Meeting Started at 11:15 am

Meeting Ended at 12:45 pm

HMS SIG Conference Call Wrap Up

Margie inquired if staff could receive the Cube Report tutorial and play around with the site and Manny advised it was OK to send out the providers. Ariel/Melvin will forward to staff the link that was shared by Adam Reeves.

HMS Minutes

The Healthy Start Coalition of Miami-Dade advised that as of this meeting, minutes will be taken and shared with the group during the next meeting. This will allow for the staff to have a reference of what was shared and discussed during this meeting. The minutes will be taken by staff at the HSCMD. Manny reminded the program managers and/or staff present that it was the provider's responsibility to ensure and share with their staff all information that is discussed at this and all other HSCMD meetings.

Quality Assurance & Improvement

HMS Reports

Ariel reviewed the reports in great detail and discussed with the staff present the importance of using this to assist with QI/QA.

Client Services by Provider – assists with regards to other staff members showing up in your site

Client Services by Program Component – assists with regards to ensuring wrong PC's are not used

Case Load Reports – run reports on a regular basis and complete random audits – keep records of this.

Use different kinds – Clinic based, outreach events and classes

Report Portal – staff advised that they are still having issues with accessing the report portal. Ariel advised he would forward to the staff the appropriate steps to follow to access this portion of HMS. This information is based on the e-mail that Adam Reeves sends out to new Citrix users.

Quarterly Report

Files should consist of cases assigned to the provider by MDCHD without an IC and/or IA completed. Providers should ensure that what is being reported are brand new cases without anything done by any other agency. This does not mean that those files that receive an IC and/or IA completed do not get reviewed, but for the purposes of the quarterly report, just report on the new assignments for the quarterly performance measures. This report is in reference to the case file reviews done on a quarterly basis.

Monitoring Visits

The staff was advised of integrity of the Audit and that no changes should be made prior to the audit being completed. This includes no changes to the physical file and the one located in HMS. Staff was advised that altering anything prior to the audit makes it difficult to audit and in addition, does not look good locally and/or if Tallahassee was reviewing the file. Ariel and Melvin stressed the importance of just printing things out and waiting until the audit is completed and that any recommendations given to them at the time of the exit interview is when changes can then be made.



Staff was advised of the following upcoming visits:

- Wellness for Life: November 16, 2012
- Children's Home Society: November 19, 2012
- Institute for Child and Family Health: November 29, 2012

Care Plans

Melvin stressed the importance of ensuring the open date within the care plan needs to match the MDCHD date stamp "sent". Melvin advised that this will help ensuring an accurate account of case assignments within the month. In addition, this information needs to be accurate when completing an IC form in HMS.

IC/IA & Cube Reports

Ariel discussed and reviewed via HMS, examples of properly linking screens. In addition, Ariel provided an overview of how the linking process will play a vital role with the upcoming release of the Cube Reports. The staff was stressed the importance of insuring that all cases have either their prenatal and/or postnatal screen linked at BOTH registration and at the time of IC. Advised that during the time of IC, this can only be done ONCE an IC is initiated for the first time. The linking of a screen during registration can occur at anytime. For postnatal clients, the mother's prenatal screen (if available) should be linked to the postnatal screen.

Open Discussion

- Margie inquired if the Referral/Facility option in HMS can be updated, and Ariel advised that this can, as this request should be submitted to the MDCHD, based on the form that was created back in 2010. Moving forward, due to the current staffing changes at the MDCHD, any request can be submitted to Ariel at the HSCMD and it will be updated accordingly.
- Melvin advised that if any provider is having an event, to forward the flyer to the HSCMD so that it may be shared with the rest of the providers.
- The providers were advised of the new project occurring with UM NICU at Jackson South. Margie provided an update to everyone as to the new staff member and initiative for UM NICU. In addition, she advised a similar project is expected for Jackson North.
- Manny advised to everyone about the initiative with Avanti Support and Services regarding their hospital initiative and how they are in the process of also having a Healthy Start member be at the hospital. Vivian provided a quick synopsis of the status of this project and what it's all about.