



**Health Management System (HMS) Meeting
Friday, December 13, 2013
Time: 11:00am - 1:00pm**

Agenda

Welcome and Introductions

Ariel Morel, Program Manager
Melvin Hernandez, Quality Improvement Specialist

HMS SIG Conference Call Wrap Up

HMS Minutes

Review of November 8, 2013 Minutes; tabled for January 2014 Meeting

HMS Access – Reminder

1. Gain Access to Citrix/HMS: TO: DLHMSSupport@doh.state.fl.us and CC: HMSACCESSMD@hscmd.org
2. Remove Access to Citrix/HMS: TO: DLHMSSupport@doh.state.fl.us and CC: ADMIN@hscmd.org – within one (1) business day – as per contract
3. Change in Protocols when requesting New Passwords (Reminder)

Healthy Start Programmatic Updates/Changes

1. Announcement: HSCMD Administration Changes
2. Request for Case Transfers (Reminder)
 - a. E-mail: casetransfer@hscmd.org
3. Utilizing HSCMD's website for all standing meetings
4. Future HS SIG and HMS Follow-up Meetings – Website

Quality Assurance & Improvement

a. HMS & Reports

1. Local Codes in HMS – Reminder to keep using as needed
2. Capturing Medicaid information in HMS

b. Monthly & Quarterly Report

1. Mailing of hardcopies of both Monthly and Quarterly Reports – Attention to QI/QA Team and **not** Manny Fermin

c. Care Coordination

1. Timeliness Report for October 2013
2. 3 Working Days to enter into HMS
3. IC Forms Completed prior to Case Transfers
4. Offering of all HS Services at time of IC – to be in compliance with completing an IC; also if client accepts or not
5. Healthy Families Documentation in HMS – Refer back to Coding Training Handouts
6. Referrals for wraparound services
7. Altering forms (forms should not be altered) – Unless approval given by Coalition
8. Screening Memo from FDOHMD Discrepancies
9. Returned correspondence (provide a copy to HSCMD)

d. Classes/Wraparound Services

1. Babies R Us – feedback

VII. Trace Tickets

None

VIII. Other Items

➤ Open Discussion

Next HMS Meeting: Friday, January 10, 2014 at 11:00 a.m., *****New Address*****
Healthy Start Coalition of Miami-Dade, 7205 NW 19th Street, Suite 500, Miami, Florida 33126



Health Management System (HMS) Meeting
Friday, December 13, 2013
Time: 11:00am - 1:00pm
Minutes

Staff Completing Minutes: Melvin Hernandez, Quality Improvement & Assurance Specialist
Ariel Morel, Program Manager

Meeting Started at: 11:00am
Meeting Ended at: 12:30pm

HMS SIG Conference Call Wrap Up: After the SIG call, a long discussion regarding how to document the Medicaid eligibility date and effective date in HMS took place with the Healthy Start Contracted Providers (HSCP's). It was decided that unless you have the actual eligibility date (found on the letter which the participant receives regarding their Medicaid # and eligibility) staff would input the date the case was assigned from Florida Department of Health in Miami-Dade County. Staff also discussed where they would input the infant's tentative Medicaid number which mother receives while still pregnant. It was decided that the Coalition will create a local code "Infant Medicaid". Manny once again reiterated the importance of gathering this information as it is directly tied to future funding.

HMS Minutes- Approved by: Review of November 8, 2013 Minutes; tabled for January 2014 Meeting

HMS ACCESS – Ariel reminded the HSCP's to utilize the appropriate e-mail addresses when requesting staff access or removal of Citrix/HMS.

1. To gain access to Citrix/HMS: DLHMSSupport@doh.state.fl.us and CC: HMSACCESSMD@hscmd.org.
2. To remove access to Citrix/HMS: DLHMSSupport@doh.state.fl.us and CC: ADMIN@hscmd.org – within one (1) business day – as per contract
3. To request New Passwords (Reminder to include a phone number for the staff receiving the new password).

Healthy Start Programmatic Updates/Changes:

1. Ariel announced that there would be administrative changes at the Coalition and that Natalia Coletti's last day as the Director of Programs would be December 20, 2013.
2. Ariel once again reiterated the proper procedure for completing case transfers and importance of the Program Managers making the transfer making arrangements with the receiving Program Manager before officially requesting the transfer and utilizing the casetransfer@hscmd.org e-mail as well as copying the receiving Program Manager on the e-mail.
3. Ariel reminded HSCP's to use the Coalition's website when registering for all meetings and trainings at least 24 hours in advance and to register only once otherwise they may receive a cancellation which causes confusion for all.
4. Ariel announced that all of the future HS SIG and HMS meetings are available for registration online.

Quality Assurance & Improvement:

HMS & Reports:

1. HSCP's were once again reminded to continue utilizing the administrative local codes in HMS such as Supervision and QA/QI. The Coalition will be monitoring these codes and analyzing for future funding. Ariel took this opportunity to address the Car Seat code and how the intention of the code is to account for every case seat that is distributed and each car seat should be coded as 1 (one) unit. If you distribute more than one car seat per client then please include an extra unit per car seat distributed.
2. Ariel once again informed staff of the importance of capturing Medicaid numbers in the Insurance Section of HMS which is located under the Client Info tab.

Monthly & Quarterly Report:

1. The proper way to submit monthly and quarterly reports was discussed. Ariel stated that the hard copies must be submitted attention to QI/QA team and NOT to Manny Fermin. The electronic copies will be submitted utilizing admin@hscmd.org. Reports with 5 pages or less may be faxed but please note that it is the HSCP's responsibility to confirm receipt utilizing admin@hscmd.org the same day that the report is faxed over.

Care Coordination:



1. Timeliness Report for October 2013 will be distributed during the next meeting. Vivian Owen expressed concern regarding their timeliness of data entry due to HMS' slowness. Several other HSCP's expressed the same concern. Ariel stated that although we understand their frustration there is nothing that the Coalition can do to remedy the situation and to please refrain from submitting e-mails to the state as they are already aware of the problem.
2. Ariel once again clarified the timeline for data entry into HMS. Three (3) working days from date of service to document all data in HMS. This includes IC forms and IA forms along with the appropriate coding for each. Also to include start time, end time and date of entry on your comments section.
3. IC forms completed prior to case transfers will have all sections completed. There should not be any blanks and all items filled in HMS as well as all coding.
4. Ariel reminded staff that ALL services must be offered at the Initial Contact and must be clearly documented in the Education and Referral section of the IC form. This must include Childbirth (Not for postnatal), Parenting, Breastfeeding, Tobacco Cessation, Interconceptional Education, Psychosocial and Nutrition.
5. Healthy Families documentation in HMS was discussed. Ariel stated that the only responsibility of the HSCP's was to close the loop regarding the referral by contacting the Healthy Families supervisor and document using the local code. The Coalition will provide more guidance as soon as possible.
6. Ariel reminded staff that referrals for wraparound services within HSCP's should focus on the indicated wraparound service(s) and that both providers should have open communication in regards to the client's needs. The wraparound provider should not re-level or close a care plan. Any changes will remain the responsibility of the assigned provider.
7. Ariel informed the HSCP's that any forms provided by the Coalition should not be altered in any way unless approved by the Coalition.
8. Ariel reminded HSCP's that it is their responsibility to check the Screening Memo from FDOHMDC for discrepancies on weekly assignments. Inconsistencies must be documented and the Coalition must be notified utilizing admin@hscmd.org
9. Melvin reminded HSCP's to submit copies of returned letters and include the client's DOB for each letter. Do not submit the actual envelopes.

Classes/Wraparound Services

1. The HSCP's were asked to provide feedback on Babies R Us attending their classes or events. Heather Baker stated that Babies R Us had attended one of The Village South's events and raffled some goodies such as breast pads.

Trace Tickets

None

Other Items

Debbie Adolf from Miami-Dade Family Learning Partnership (MDFLP) provided a presentation regarding the success of their classes regarding portable cribs and stated that MDFLP will be able to host some classes in the community and will be able to go to the HSCP's location(s). They will be able to host one class in the Central area and one in the South. The goal would be to present to as many black participants as possible. Guidelines which must be followed were distributed in order to comply with FAHSC requirements (one example is that NO blankets are to be used). Interested providers will contact MDFLP directly; note that there is a limit of 16 participants per area.

Open Discussion

1. HSCP's were reminded that there would be a Contract meeting on Tuesday, December 17, 2013 from 9:30am to 1:00pm. Fiscal staff only needs to be there in the morning. Lunch will be served.

A brief discussion regarding group coding followed. Ariel stated that we would continue utilizing local codes for prep time, documentation time as well as documentation time when providing group classes.