



**Continuous Quality Improvement (CQI) Workgroup Meeting
Tuesday, February 23, 2016**

Agenda

- I. Welcome and Introductions** Melvin Hernandez, Quality Assurance & Improvement Specialist

- II. CQI Minutes** – Review of October 27, 2016 Minutes

- III. Well Family System (WFS) Access**
 - 1. Gaining Access to WFS: E-mail to WFSACCESSMMD@hscmd.org
 - 2. Remove Access from WFS: ADMIN@hscmd.org
 - 3. Remove Access from HMS: dlhmssupport@flhealth.gov
 - 4. Case Reassignment for Vacating Staff

- IV. Healthy Start Programmatic Updates/Changes**
 - 1. Request for Case Transfers (Include participant's zip code) Reminder: E-mail casetransfer@hscmd.org
 - 2. Utilizing HSCMD's website for all standing meetings within 24 hours of the meeting/training
 - 3. Well Family System
 - a. Case Assignments – How to handle cases officially assigned by FDOHMD which already have an IC completed.

- V. Quality Assurance & Improvement**
 - Monthly & Quarterly Report***
 - 1. Reminder: Mailing of hardcopies of both Monthly and Quarterly Reports – Attention to QA/QI Team and **not** Manuel E. Fermin, Chief Executive Officer
 - 2. Labeling Content on Envelopes
 - 3. Monitoring Visits

 - Care Coordination***
 - Data Entry Errors in WFS
 - a. HSCMD Expectations for HSCPs
 - b. Ticket Submissions Examples (WFS Issue 10917 – Encounter page vs. Service History page)
 - 2. Tickler Reports
 - 3. Data List Reports
 - 4. Service Date vs. Date Completed
 - 5. Categories for General Notes

- VI. Other Items/Open Discussion**
 - 1. ZIKA Virus
 - 2. Open Discussion

**Next CQI Meeting: Tuesday, April 26, 2016 at 9:30 a.m.
Healthy Start Coalition of Miami-Dade
7205 NW 19th Street, Suite 500, Miami, Florida 33126**