



Healthy Start System of Care Orientation

Name of Employee: _____ Date of Hire: _____

Position Title: _____

Pre-Service Training	Date Reviewed with New Employee	Initial of HSCP Employee	Initial of HSCP Program Manager/Supervisor/Director
The Healthy Start System of Care in Miami-Dade: <ul style="list-style-type: none"> a. Contracted Providers (who they are) b. Regions Served (North, Central and South) 			
Functions and Roles: <ul style="list-style-type: none"> a. Florida Department of Health in Miami-Dade County b. Healthy Start Coalition of Miami-Dade c. Healthy Start Data Management Office d. Healthy Start Program e. MOMCare Program f. Health Connect in the Early Years g. Healthy Families 			
At a minimum, Healthy Start Standards and Guidelines – Specifically Chapters: 1, 2, 3, 4, 10, 11, 14, 17, 22			
Review of Provider Contract: <ul style="list-style-type: none"> a. Reports: Monthly, Quarterly and Annually b. Risk Appropriate Care c. Specific and Local requirements for Care 			



Coordination			
<p>Trainings:</p> <ul style="list-style-type: none"> a. Online DOH Information Security and Privacy Awareness and HIPAA Training (Annual) and/or other approved training. b. Coding & HMS Training (Annual) – Provided by HSCMD. If provider is able to meet criteria as specified within the contract, then is able complete the training and meet this requirement. c. Cultural Competency within 3 month of employment within a Healthy Start position d. Level 2 Background Screening – Every 5 years from date of employment 			
Review of Mandatory Meetings			
Review of Voluntary Meetings			



<p>Specific Contact List Information:</p> <ul style="list-style-type: none"> a. Healthy Start Program Managers b. Healthy Start Coalition of Miami-Dade c. MOMCare Program d. Health Connect In the Early Years Program 			
<p>Healthy Start Reports</p> <ul style="list-style-type: none"> a. HMS Timeliness Report b. ADHOC Reports c. Report Portal on HMS Reports: Client Services by Program Component, Client Services by Service Provider, Client Services by Service Type 			
<p>Review of Contract Documents to include:</p> <ul style="list-style-type: none"> a. Attachments b. Exhibits <p>*Please use Exhibit NN within your contract to submit appropriate documentation of completion.</p>			



Mandatory Meetings in Healthy Start

Type of Meeting	Location	Occurrence
Maternal, Infant and Child Health (MICH) Meeting	Healthy Start Coalition of Miami-Dade	4 th Tuesday of Every Other Month (January, March, May, July, September, November)
Healthy Start Special Interest Group (SIG) Conference Call	Healthy Start Coalition of Miami-Dade	2 nd Friday of Every Month
Health Management System (HMS) Meeting	Healthy Start Coalition of Miami-Dade	2 nd Friday of Every Month
Maternal, Infant and Child Health (MICH) Meet-Me-Calls	Conference Call	Refer to Calendar on HSCMD's website

*All meetings are listed on the Healthy Start Coalition of Miami-Dade's website. All HSCP's are required to register prior to each meeting. Please visit www.hscmd.org

Voluntary Meetings in Healthy Start*

Type of Meeting	Location	Occurrence
Fetal Infant Mortality Review Committee & Community Action Group	Healthy Start Coalition of Miami-Dade	Refer to website for specific date information
Fetal Infant Mortality Review / Case Review Team	Dade County Medical Association	Refer to website for specific date information
Quality Improvement & Review Committee	Healthy Start Coalition of Miami-Dade	Refer to website for specific date information
Data Committee	Healthy Start Coalition of Miami-Dade	Refer to website for specific date information

*All meetings are listed on the Healthy Start Coalition of Miami-Dade's website. All HSCP's are required to register prior to each meeting. Please visit www.hscmd.org. In addition, for these meetings, you must join the committee before coming. Please refer to your contract for more specific guidance relating to voluntary meetings.