



**Maternal Infant and Child Health (MICH)  
Provider Committee Meeting  
Tuesday, January 28, 2014  
9:30 AM – 12:25 PM**

**Minutes**

**Present Healthy Start Providers:**

Avanti Support & Services: Vivian Owen  
Borinquen Medical Centers of Miami-Dade: Claudia Polastri  
Children's Home Society: Ana Aristizabal, Liliana Avedano  
Community Health of South Florida: Michelle Robinson, Mae Goins  
Florida Department of Health in Miami-Dade County Healthy Start Data Management Office: Rachelle Theodore, Nelly Hansen-Vik  
Institute for Child & Family Health: Dr. Maite Schenker, Tania Ramirez  
Jessie Trice Community Health Center: Chinyere Woke  
Miami Beach Community Health Center: Beatriz Cruz  
Miami-Dade Family Learning Partnership: Gayane Stepanian, Lisa Blaire, Debbie Aclof  
North Dade Health Center: Carrie Manigat  
Our Olive Branch: Amy Olen  
The Village South: Heather Baker, Dr. Anslie Stark  
University of Miami Department of Pediatrics Neonatology Department: Margie Aragon, Shahnaz Duara  
University of Miami Starting Early Starting Smart: Dr. Connie Morrow

**Present Healthy Start Coalition of Miami-Dade Staff:** Manuel Fermin, Ariel Morel, Eliana Casadesus, Kristen Hidalgo, Sandra Ibañez and Melvin Hernandez

**I. Healthy Start Coalition of Miami-Dade (HSCMD) Update Manuel Fermin, CEO**

**A. Welcome and introductions**

The meeting began at 9:30am. Attendees introduced themselves and the minutes from the last meeting held on November 26, 2013 were reviewed. Motion to approve was passed by Margie Aragon and Heather Baker.

**B. Updates (programmatic, funding, organizational)**

Healthy Start Contracted Providers were made aware that all staff will complete FSU Parenting Planning by June 30, 2014. The Coalition is making an enormous investment in each staff member and continues to expand in regards to trainings. These trainings will include Childbirth, Breastfeeding and Bereavement/SHARE. There is a new funding formula that will be used statewide, several coalitions lost funding and they haven't improved their system of care. The Coalition of Miami-Dade will lose \$400k on July 1, 2014 to be redistributed to other coalitions for the greater good. In addition, the coalition will not be able to carry forward any dollars from one fiscal year to the next, this translates to and equivalent 6-8 care coordinators or anywhere from \$200-400 k. To summarize, the coalition will feel the effects of these cuts by July 1, 2014 to be anywhere between \$600 – 1 million. This estimate does not include the waiver cuts—which are now connected to Medicaid. We are also tracking where women are obtaining their Medicaid numbers. Women- \$530, Infant= \$60 (Medicaid reimbursement rate). Tania discussed gathering women's (not served or prenatal) Medicaid numbers that are not found in HMS. We will need to find out if these numbers can be documented somewhere in case she gets pregnant in the future. Use local code to document the mother's number who is not in HMS. Do not use "other" box in insurance section. Tania is going

back to closed cases for cases in which she has obtained the Medicaid number and is inputting the numbers into the insurance section of HMS. You must include the effective date whenever possible.

## II. Education & Training Update

**Ariel Morel,  
Program Manager**

- A. Infant Maternal and Reproductive Health (IMRH) Meet-Me Conference Call:**
- Tuesday, March 11, 2014 (10:00 am – 11:00 am)
  - Tuesday, May 13, 2014 (10:00 am – 11:00 am)
  - Tuesday, September 9, 2014 (10:00 am – 11:00 am)
  - Tuesday, November 11, 2014 (10:00 am – 11:00 am)
- B. Maternal, Infant, and Child Health (MICH) Provider Committee Meetings:**
- Tuesday, March 25, 2014 (9:30 am – 12:30 pm)
  - Tuesday, May 27, 2014 (9:30 am – 12:30 pm)
  - Tuesday, July 22, 2014 (9:30 am – 12:30 pm)
  - Tuesday, September 23, 2014 (9:30 am – 12:30 pm)
  - Tuesday, November 25, 2014 (9:30 am – 12:30 pm)
- C. Systems Information Group (SIG) Calls, followed by Health Management System (HMS) Follow up Group**
- Friday, February 14, 2014 (10:00 am – 1:00 pm)
  - Friday, March 14, 2014 (10:00 am – 1:00 pm)
  - Friday, April 11, 2014 (10:00 am – 1:00 pm)
  - Friday, May 9, 2014 (10:00 am – 1:00 pm)
- D. Access to the Florida Department of Health’s Official Learning Management System Training FINDER Real-time Affiliate Integrated Network (TRAIN)**
- Ariel reminded everyone that by now they should have received a TRAIN account—an E-mail was sent out to each provider confirming that an account has registered. All staff members must confirm that they have been registered for TRAIN as well as the date that access was granted. Only two or three providers have actually confirmed with HSCMD that they have access. Amy Olen mentioned that TRAIN has been trickling in everyone onto the servers and that everyone should have been in the system by January 13, 2014. If an account registration has not been made for anyone, please e-mail [training@hscmd.org](mailto:training@hscmd.org).
  - Motivational Interviewing Training is mandatory and needs to be completed by June 30, 2014. All staff should be pre-registered for this training, it is also known as the “Counseling Skills” training. Manny reiterated that completing this training is very important and that it only takes about an hour to complete, so take as soon as possible.
- E. Ariel went over the flu vaccine and pregnant women e-mail, each provider was given a copy of this e-mail. HSCMD will be sending out a mass mailing to OBs notifying them that AHCA is placing a billing code for the vaccination for expectant mothers during this flu season. Handout was provided to the HSCP’s regarding the CDC protocol.**

## III. Quality Improvement/Quality Assurance (QI/QA) Update

**Melvin Hernandez,  
Quality Improvement &  
Assurance Specialist**

- A. Monitoring Visit Update**
- In regards to the Monitoring Visit Update, HSCMD has already visited three HSCP’s, Melvin will arrive at 9:30 am and Ariel will be joining during the afternoon to interview staff. All HSCPs have been reminded that all staff must be present at the time of the

monitoring and make themselves readily available the entire day. As a reminder, all QA/QI Plans will be reviewed to assure that the provider is adhering to the plan. Providers should have back up documentation available at the time of the visit.

#### **B. Documentation timeline**

- The requirements and timeline for appropriate documentation was discussed. Documentation must be entered within 3 working days from date of service. Any changes or updates must be clearly documented within your comments and dated accordingly. The proper utilization of the Contact Healthcare Provider Code was addressed as well. This local code must be documented when sending letters to the referring healthcare provider. Ariel advised the providers to refer back to the coding handouts distributed during the coding trainings.

#### **IV. Provider Issues**

**Margie Aragon, University of Miami NICU  
Claudia Polastri, Borinquen Medical Centers of Miami-Dade**

##### **A. HSCMD Board Of Directors Contracted Providers' Representatives update**

- There hasn't been a Board of Director's meeting since the last MICH meeting in November. Claudia Polastri took this opportunity to ask the HSCPs if they wanted to bring up the HMS issues with freezing and slowness to the Board of Directors and discussed what would be the best way to address the problem. All the providers were in agreement and voiced their frustration with the system. Dr. Morrow from UM SESS asked if the HSCMD would be taking the system into consideration when interpreting findings especially when the findings were impacted by the system. Ariel stated that indeed the system's issues would be taken into consideration. Lisa Blair from MD FLP recommended that all the HSCPs should get together and clearly document a letter or e-mail in order to come up with a way to bring these issues up to the state and collected officials. Manny stated that it would be appropriate for Claudia and Margie to voice their frustration and excessive challenges with HMS. Manny also stated that HSCMD would not be sending an e-mail or memo in regards to HMS' issues. Instead he encouraged all Healthy Start staff to call in and listen to the state's frustration. He also asked the HSCPs to send HSCMD the specific performance measures that they would like to revisit and possibly update in the future. He foresees that some providers may be staffed with a data entry position but it would depend on current staffing pattern and productivity.

##### **B. Providers' advocacy efforts**

- HSCPs were reminded to continue encouraging participants to contact their elected officials in reference to Healthy Start and how it has helped them. This is essential especially with all the changes coming.

##### **C. Open discussion**

- Dr. Morrow provided a Jasmine Project update. She discussed reapplying for the grant and will know by May if their agency has been selected. If approved, they will have five years and will focus heavily on ICC (women's health between pregnancies). Regardless of what happens there is till a year and a half remaining. She reminded HSCPs about the zip codes served by the Jasmine Project 33054, 33055, 33167 and 33169 (new zip code for the new contract).

#### **V. Healthy Start Program Issues**

**Ariel Morel and Melvin Hernandez**

##### **A. Healthy Beginnings for Babies Update**

- Healthy Beginnings for Babies will not be continuing their efforts locally. Miami-Dade exceeded the projected deliveries by 208%. Manny stated that HSCPs must continue to track and report distribution accordingly.

- B. Excel Spreadsheet for Reporting Purposes
  - HSCPs were reminded to complete all sections of the monthly and quarterly reports. There should be no blanks.
- C. Reports by Healthy Start Contracted Providers
  - Client Services Report by Program Component and Service Provider
  - Case Load Report

Ariel reminded HSCPs that these reports must be run and analyzed monthly (at a minimum).
- D. Proper Linking for Initial Contacts
  - Melvin advised the HSCPs about the importance of linking all screens to the Initial Contact form. This includes unable to locate and unable to complete.
- E. Quarterly Reports – Follow-up and Feedback
  - Melvin provided an update on the acknowledgement e-mails for the receipt of the quarterly reports regarding the reports. The e-mails will be sent out after HSCMD's report to the state is completed.
- F. Healthy Start Contact List (Follow up from HMS Meeting)
  - An updated list was shared with the HSCPs but needed corrections. The sheet will be updated and e-mailed to the HSCPs.

Next meeting will be held on Tuesday, March 25, 2014 at 9:30am, at the Healthy Start Coalition of Miami-Dade's Training Room.

Minutes Approved: Tuesday, April 1, 2014

Motioned by: Tania Ramirez, Institute for Child and Family Health (1<sup>st</sup>) & Heather Baker, The Village (2<sup>nd</sup>); all voted unanimously by all those present with necessary corrections.