



**Maternal Infant and Child Health (MICH)
Provider Committee Meeting
Tuesday, January 29, 2013
9:30 AM – 12:30 PM**

MINUTES

Present Healthy Start Providers:

Avanti Support & Services: Vivian Owen
Borinquen Medical Centers of Miami-Dade: Claudia Polastri
BrainHeart Guidance: Katja von Elbe
Children's Home Society: Marcel Rivas
Community Health of South Florida: Michelle Robinson
Institute for Child & Family Health: Tania Ramirez
Jessie Trice Community Health Center: Ruth Duval, Anne Marie Bruny
Miami Beach Community Health Center: Beatriz Cruz
Miami-Dade Area Health Education Center: Ashley Hoffman
Miami-Dade County Health Department Healthy Start Data Management Office: Derrek Batson
Miami-Dade Family Learning Partnership: Lisa Blair, Debbie Adolf
North Dade Health Center: Carrie Manigat
Our Olive Branch: Amy Olen (via phone)
The Village South: Heather Baker
University of Miami Department of Pediatrics Neonatology Department: Margie Aragon
University of Miami Starting Early Starting Smart: Dr. Connie Morrow, Ly Collins
Wellness for Life: Elaine Roach

Present Healthy Start Coalition of Miami-Dade Staff: Ariel Morel, Camille Eisenmann, Eliana Casadesus, Manuel Fermin, Maria Marquez, Melvin Hernandez, Natalia Coletti, Neyda Kamphues and Patricia Diaz

Absent: Great Guidance

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

A. Welcome and introductions

The meeting started at 9:40am. Attendees introduced themselves. Minutes from the last meeting held on November 27, 2012 were approved. Motion passed by Amy Olen and Heather Baker.

B. Updates (programmatic, funding, organizational)

HSCMD is reviewing the number of wraparound services classes. Since the focus should be on care coordination, some classes may be consolidated.

Providers must make an effort to capture the participants' social security number because Medicaid funding is tied to that. Note that staff should not be aggressive in this attempt. In addition, staff should try to capture email addresses for participants. Add the email address to a new field on the Infant list.

There will be an event at Jefferson Reaves Sr. health Center in March. The purpose is infant mortality awareness and community outreach. Car seats may be distributed.

There may also be an event at Opa-locka in April. Car seats may be distributed.

II. Education & Training Update

**Natalia Coletti,
Director of Education & Training**

- A. Infant Maternal and Reproductive Health (IMRH) Meet-Me Conference Call:
 - Tuesday, March 12, 2013 (10:00 am – 11:00 am)
 - Tuesday, May 14, 2013 (10:00 am – 11:00 am)
 - Tuesday, September 10, 2013 (10:00 am – 11:00 am)
- B. Maternal, Infant, and Child Health (MICH) Provider Committee Meetings:
 - Tuesday, March 19, 2013 (9:30 am – 12:30 pm)
 - Tuesday, May 28, 2013 (9:30 am – 12:30 pm)
 - Tuesday, July 23, 2013 (9:30 am – 12:30 pm)
 - Tuesday, September 24, 2013 (9:30 am – 12:30 pm)
 - Tuesday, November 26, 2013 (9:30 am – 12:30 pm)
- C. Systems Information Group (SIG) Calls, followed by Health Management System (HMS) Follow up Group
 - Friday, February 8, 2013 (10:00 am – 1:00 pm)
 - Friday, March 8, 2013 (10:00 am – 1:00 pm)
 - Friday, April 12, 2013 (10:00 am – 1:00 pm)
 - Friday, May 10, 2013 (10:00 am – 1:00 pm)
- D. Resolve Through Sharing (RTS) Bereavement Training in Perinatal Death: March 14-15, 2013 in Boca Raton. Must submit a Training Request Form.
- E. Resolve Through Sharing (RTS) Coordinator Training: March 16, 2013 in Boca Raton. Must submit a Training Request Form.
- F. Community Breastfeeding Counselor Course (20 hours): March 8-10, 2013 in Miami. HSCMD has negotiated a reduced fee of \$299. Must submit a Training Request Form. Staff who was certified over five years ago will be considered to attend as a refresher.

III. The Jasmine Project

**Dr. Connie Morrow, PhD,
University of Miami, Perinatal CARE Program**

- A. Federal Healthy Start Project Update
A Jasmine Project participant spoke at the HSCMD Annual Meeting. The program is currently working with flowers to include and encourage their involvement. The program holds birthday celebrations every quarter. There will be a Community Consortium Meeting in February; the purpose is to encourage community participation. The program continues to implement Baby Bucks.

IV. Quality Improvement/Quality Assurance (QI/QA) Update

**Melvin Hernandez,
QI/QA Specialist**

- A. Monthly and Quarterly Reports
Providers were reminded to submit both an electronic and a hard copy by the 15th of every month.

V. Operations Budget

Marilyn Roman, Director of Operations

- A. Contract amendments
Still missing a few amendments, organizations must submit immediately. The savings are helpful to save positions.

B. Invoice status

HSCMD requests that Program Managers assist in providing backup documentation for the invoices. As per their request,, they will be copied on documentation to their fiscal department.

VI. Provider Issues

**Margie Aragon, University of Miami NICU
Debbie Adolf, Family Learning Partnership**

A. HSCMD Board Of Directors Contracted Providers' Representatives update

None

B. Providers' advocacy efforts

None reported

C. Open discussion

Miami-Dade Family Learning Partnership has vacant positions for Program Director and Care Coordinator. Distributed the Birth Package order form. Distributed educational materials from Centers for Disease Control (CDC).

VII. Healthy Start Program Issues

**Ariel Morel,
Program Manager**

A. Case transfers and case loads

Case transfers will not be approved if the provider's case load is too high, but the Provider may still provide wraparound services.

B. Coding in HMS within three days

Audits indicate that while coding in HMS is within three days, the documentation content is not entered on time. Both must be entered with three days. QI/QA Team will monitor compliance via the Audit History Report in HMS.

C. Using Progress Notes in HMS

Providers are encouraged to utilize these, especially those that are clinic-based.

D. HIPAA in HMS

The HIPAA date should be the same as the screening date for both Prenatal and Infant cases.

VIII. Guest Speaker

Debbie Adolf, Senior Program Director, Miami-Dade Family Learning Partnership, presents "The Children's Trust Book Club"

This is a free, monthly book club for all 3-year-olds in Miami-Dade County. On their third birthday, all children are eligible to receive a free book every month, delivered to their home. But there is no need to wait. Children may be registered for The Children's Trust Read to Learn Book Club at any time and in the month of their third birthday, their year of fun and learning begins. The Read to Learn Book Club is funded and administered by The Children's Trust, Miami-Dade Family Learning Partnership and Early Learning Coalition of Miami-Dade/Monroe. Distributed sample children backpacks with books and promotional materials.

Next meeting will be held on Tuesday, March 19, 2013 at 9:30am, at the Healthy Start Coalition of Miami-Dade's Training Room.