



**Maternal Infant and Child Health (MICH)
 Provider Committee Meeting
 Tuesday, November 26, 2013
 9:35 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
 North Dade Health Center: Dayma Lopez, Nikita Hamilton (via phone)
 Our Olive Branch: Amy Olen
 The Village South: Heather Baker
 University of Miami Department of Pediatrics Neonatology Department: Margie Aragon, Shahnaz Duara
 University of Miami Starting Early Starting Smart: Dr. Connie Morrow, Ly Collins

Present Healthy Start Coalition of Miami-Dade Staff: Manuel Fermin, Ariel Morel, Camille Eisenmann, Eliana Casadesus, Kristen Hidalgo, Natalia Coletti and Melvin Hernandez

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

- A. Welcome and introductions
 The meeting began at 9:35am. Attendees introduced themselves and the minutes from the last meeting held on September 24, 2013 were reviewed. Motion to approve was passed by Margie Aragon and Tania Ramirez.
- B. Updates (programmatic, funding, organizational)
 Healthy Start Contracted Providers were reminded that there are a lot of changes occurring for Healthy Start’s system of care as well as HSCMD’s organization. Manny Fermin stated that 2014 will be a challenging year but he is looking forward to the challenge and the positive changes. HSCP’s were asked to vote on whether they wanted to have the Contract Review meeting in December 2013 or January 2014 and the majority voted for December 2013. Manny stated that the meeting would be scheduled as soon as the Director of Administration returned from vacation.

**II. Education & Training Update Natalia Coletti,
 Director of Programs**

- A. Infant Maternal and Reproductive Health (IMRH) Meet-Me Conference Call:
- Tuesday, January 14, 2014 (10:00 am – 11:00 am)
 - 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, January 28, 2014 (9:30 am – 12:30 pm)
- 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, December 13, 2013 (10:00 am – 1:00 pm)
- Friday, January 10, 2014 (10:00 am – 1:00 pm)
- 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. Annual Meeting and Awards Ceremony: Friday, December 6, 2013 at Jungle Island

Natalia reminded everyone about the upcoming Annual Meeting being held at Jungle Island. She reminded everyone to ensure they had registered on the Coalition’s website and also this year’s theme was “The Only Constant is Change”. All HSCP’s were advised to ensure they submit their Travel and Training Request Form (Exhibit A) as quickly as possible.

E. The Florida Birth Defects Registry

Handout was provided to the HSCP’s.

F. Infant Death Bill 383.311 Florida Statute

The HSCP’s were advised that the Florida SIDS Alliance and the Florida Association of Healthy Start Coalitions are working together to increase awareness about the impact of the Infant Death Bill and how affects the following:

- Birthing centers which are required to provide education to families in regards to SIDS, SUIDS, breastfeeding and immunizations.
- First responders who will be trained about SUIDS and SIDS.
- Medical Examiners will be required to provide autopsies within 24 hours after the death of an infant less than 1 year of age.
- Parents will receive education about SUIDS, SIDS, safe sleep, breastfeeding and immunizations.

G. Access to the Florida Department of Health’s Official Learning Management System Training Finder Real-time Affiliate Integrated Network (TRAIN)

HSCP’s were advised that they and their appropriate staff would be receiving an e-mail advising them to create an account. This is extremely important to be shared with all the staff for all the HSCP’s. Proper utilization of this training resource will strengthen Healthy Start’s system of care.

H. Poison Proof magnets were shared with the HSCP’s. They were reminded that educational materials such as the one provided should be ordered by each individual provider and not to rely solely on HSCMD. In addition, HSCP’s were encouraged to visit the website for the poison control as this information could be found there as well.

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

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

A. Proper Documentation in HMS

HSCP's were reminded to clearly document the source of referral on their first attempt to contact note in HMS. Screen vs. Self Referral, referring provider's or agency's name should be noted as well.

B. Documenting time in HMS (Update)

The proper way to document time spent with the participants was discussed in detail with the HSCP's. Start time and End time must be documented in the following fields when entering in HMS:

- 3103 and 3115 for Initial Contacts (to include travel time and documentation time if applicable)
- 3203 and 3215 for Initial Assessments (to include travel time and documentation time if applicable)
- 3303, 33201 and 3321 for Care Coordination activities (to include travel time and documentation time if applicable)
- 3322 and 3323 for FSP and FSP Updates (to include travel time and documentation time if applicable)
- Wraparound services (Start time and End time only if they are provided independently. Otherwise please use 3115, 3215 or 3320 for the time spent with the participant). Documentation time and travel time will be coded under Local Codes when only providing wraparound service(s). If IC, IA and other services occur on the same day simply utilize 3115 to document start time, end time, travel time and documentation time.
- Documenting in HMS within three (3) working days from date of service

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

The last Board of Directors meeting was held on November 13, 2013. Margie Aragon discussed the financial audit results which had no findings. The Coalition's Health Connect in the Early Years program scored an 86 percent on its audit and was placed on a Performance Improvement plan. Manny stated although things are not running as smoothly as he'd like, he will continue restructuring the Coalition until the glitches are resolved.

B. Providers' advocacy efforts

Several providers discussed their advocacy efforts in the community. They were reminded not to be complacent and to continue engaging community partners and elected officials. This is not to be confused with outreach activities which is required only once per quarter for each HSCP.

C. Open discussion

- HSCP's voiced concerns in regards to gathering participant social security numbers and Medicaid numbers. Manny Fermin stated that all efforts should be made since 50% of the funding for FY 2014 will be connected to Medicaid. Manny asked that HSCP's e-mail HSCMD any issues they may be having with providers. This came about as a result of Chinyere Woke (Jessie Trice Community Health Center) stating that North Dade Family Clinic wanted something in writing regarding the sharing of specific information such as the Medicaid number.
- Ariel reminded HSCP's to read their referrals thoroughly before making attempts to contact participants in order to be sensitive to our participant's needs. For example, sending out a birth package to a mother who has had a loss. This should not occur, especially if the referral indicates the loss.

- Chinyere Woke (Jessie Trice Community Health Center) shared a resource which she has found beneficial called Cribs for Kids. Vivian Owen (Avanti Support and Services) advised that there may be a waiting list.
- A Summary of the Financial Reports for the July 1, 2012 – June 30, 2013 and July 2013 – September 2013 were reviewed and discussed. A detail review of Expenditures vs. Actual dollar amount spent was discussed and also carry forward dollars.

V. Healthy Start Program Issues

**Ariel Morel,
Program Manager**

A. Excel Spreadsheet for Reporting Purposes

HSCP's were instructed to ignore the colors on the spreadsheet's monthly tabs and to refer to the contract for due dates for monthly and quarterly reports.

B. Reports by Healthy Start Contracted Providers

- Client Services Report by Program Component and Service Provider
- Case Load Report

HSCP's were advised that they would no longer be receiving Case Load reports from Florida Department of Health in Miami-Dade County and are required to print out and analyze them. A copy of these printed reports must be kept as backup since the QA/QI team will request these during monitoring visits.

Next meeting will be held on Tuesday, January 28, 2014 at 9:30am, at the Healthy Start Coalition of Miami-Dade's Training Room.