



**Maternal Infant and Child Health (MICH)  
Provider Committee Meeting  
Tuesday, November 27, 2012  
9:30 AM – 12:30 PM**

MINUTES

**Present Healthy Start Providers:**

Avanti Support & Services: Vivian Owen  
Borinquen Medical Centers of Miami-Dade: Claudia Polastri  
Children's Home Society: Gayane Stepanian  
Community Health of South Florida: Michelle Robinson  
Institute for Child & Family Health: Dr. Maite Schenker, Tania Ramirez  
Jessie Trice Community Health Center: Althea Malone  
Miami Beach Community Health Center: Pola Castellanos  
Miami-Dade Area Health Education Center: Patti McCormack  
Miami-Dade Family Learning Partnership: Debbie Adolf  
North Dade Health Center: Carrie Manigat  
Our Olive Branch: Amy Olen  
The Village South: Heather Baker  
University of Miami Department of Pediatrics Neonatology Department: Dr. Shahnaz Duara, Dr. Cleide Sugihara, 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, Manuel Fermin, Maria Marquez, Melvin Hernandez, Natalia Coletti, Neyda Kamphues and Patricia Diaz

**Absent:** BrainHeart Guidance, Great Guidance, Miami-Dade County Health Department Healthy Start Data Management Office

**Guest:** Angelica Urbina, Women's Health and Preventive Services, Miami-Dade County Health Department

**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 September 25, 2012 were approved. Motion passed by Margie Aragon and Claudia Polastri.

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

Reviewed the revised Healthy Start Providers' Services Productivity Report for Fiscal Year July 1, 2011 to June 30, 2012. HSCMD is shifting to hospital-based services due to the increased number of infants eligible for Healthy Start, as a result of the revised Infant Screen. The following hospitals will now have staff on their floors completing Initial Contact, Initial Assessment and wraparound services: Homestead Hospital, Jackson South Community Hospital and Jackson North Medical Center. This will alleviate the load of work from the Care Coordinators once the case is assigned, as

many services will have already been approved and they can focus on care coordination.

## **II. Education & Training Update**

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

### **A. Infant Maternal and Reproductive Health (IMRH) Meet-Me Conference Call:**

- Tuesday, January 8, 2013 (10:00 am – 11:00 am)
- 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, January 22, 2013 (9:30 am – 12:30 pm)
- Tuesday, March 26, 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, December 14, 2012 (10:00 am – 1:00 pm)

### **D. Fetal Infant Mortality Review Community Action Group/ Black Infant Health Practice Initiative Community Action Team/ Data Committee Meeting:**

- Thursday, November 29, 2012 (6:00 pm – 8:00 pm)

### **E. Certified Educator of Infant Massage Training**

- Phase Two due January 25, 2013. Reimbursement for appropriate massage oil is allowed with a copy of the class agenda. Use the line item for educational materials.

### **F. HSCMD Annual Meeting and Awards Ceremony**

- Friday, December 7, 2012

## **III. The Jasmine Project**

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

### **A. Federal Healthy Start Project Update**

A total of 31 babies have reached age one. The program has a Breastfeeding Support Group that is open to all Healthy Start participants. There are two years left of the program.

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

**Melvin Hernandez,  
QI/QA Specialist**

### **A. Site visit updates**

Reviewed the list of pending visits. Changes were noted.

## **V. Provider Issues**

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

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

Provided a summary of discussions from the last Board of Directors meeting held October 23, 2012.

**B. Providers' advocacy efforts**

None

**C. Open discussion**

Dr. Duara reported on UM/JMH/NICU's expansion to Jackson North Medical Center and Jackson South Community Hospital. Staff will complete Initial Contact, Initial Assessment and wraparound services.

Vivian Owen reported on Avanti Support & Services' expansion to Homestead Hospital. Staff will complete Initial Contact, Initial Assessment and wraparound services.

**VI. Healthy Start Program Issues**

**Ariel Morel,  
Program Manager**

**A. Completing the Initial Contact form for Unable to Locate and Unable to Complete**

Reiterated the importance of completing the Initial Contact form on HMS even if the client was unable to contact or unable to complete. The level of care should be "E" in the Initial Contact in HMS. If the client is found in the future for the same pregnancy, the Initial Contact should be updated and not have a new one created.

**B. Initial Assessment documentation**

Reiterated the importance of ensuring that all boxes are checked appropriately and answered. No blanks.

**C. Proof of background checks available during site audits**

They must be available for review by auditors at the time of the site visit.

**D. Paraprofessional documentation in HMS**

Program Managers must sign off on their staff when they are paraprofessionals. File must be reviewed and noted in HMS and on the case file.

**E. Additional Worker in Care Plan Feature**

Recommended not to use this feature because it can throw off case load reports and make it harder for a Program Manager to handle case loads.

**VII. Guest Speaker: Angelica Urbina, Senior Health Educator, Miami-Dade County Health Department, presented "Women's Health"**

The Women's Health and Preventive Services is comprised of seven programs. They are Family Planning, HIV CATCH Project, Florida Breast and Cervical Cancer Early Detection Program, MOMmobile, Seals on Wheels Dental Program, Fast Track Clinic and Colorectal Cancer Control Program. Services are free. Participants must call to make an appointment. See brochure for more information.

Meeting was adjourned at 1:03pm. Next meeting will be held on Tuesday, January 22, 2013 at 9:30am, at the Healthy Start Coalition of Miami-Dade's Training Room.