



**Maternal Infant and Child Health (MICH)
Provider Committee Meeting
Tuesday, March 19, 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
Children's Home Society: Liliana Avedano
Community Health of South Florida: Michelle Robinson
Florida Department of Health in Miami-Dade County Healthy Start Data Management Office: Derrek Batson
Institute for Child & Family Health: Dr. Maite Schenker, Tania Ramirez
Jessie Trice Community Health Center: Ruth Duval
Miami Beach Community Health Center: Beatriz Cruz
Miami-Dade Family Learning Partnership: Gayane Stepanian
North Dade Health Center: Carrie Manigat
Our Olive Branch: Amy Olen
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 (via phone), Manuel Fermin, Melvin Hernandez, Natalia Coletti and Neyda Kamphues

Absent: BrainHeart Guidance and Great Guidance

Guests: Diada Sonceau and Naylise Sifonte from Borinquen Medical Centers of Miami-Dade and Nick Silverio from A Safe Haven for Newborns

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

A. Welcome and introductions

The meeting started at 9:35am. Attendees introduced themselves. Minutes from the last meeting held on January 29, 2013 were approved. Motion passed by Beatriz Cruz and Amy Olen.

B. Updates (programmatic, funding, organizational)

There are vacant employment positions among the Healthy Start Contracted Provider organizations. HSCMD will post the position descriptions on our website to assist in recruitment. Regarding contract negotiations, HSCMD staff is trying to get an accurate assessment of funding prior to scheduling the meetings. If that is not possible before the end of the fiscal year, the contracts will be executed as is and meetings will occur later. Budget amendments are being completed with the goal of saving positions. HSCMD is phasing out some educational materials. As such, Contracted Providers are to order them from the Department of Health's E-Store. Promotion of the upcoming car seat safety event should only be done to current Healthy Start Program participants.

II. Education & Training Update

Natalia Coletti,
Director of Education & Training

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

- 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, 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, April 12, 2013 (10:00 am – 1:00 pm)
- Friday, May 10, 2013 (10:00 am – 1:00 pm)

D. Coding Trainings

- New Staff (less than 2 years in program)
 - Monday, April 29, 2013 (9:30 am – 4:30 pm)
 - Thursday, May 2, 2013 (9:30 am – 4:30 pm)
- Senior Staff (more than 2 years in program)
 - Tuesday, May 7, 2013 (9:30 am – 1:00 pm)
 - Wednesday, May 8, 2013 (9:30 am – 1:00 pm)
 - Thursday, May 9, 2013 (9:30 am – 1:00 pm)
- Program Managers/Supervisors only
 - Friday, May 3, 2013 (9:30 am – 1:00 pm)

E. Community Breastfeeding Counselor Course

It will take place April 11, 19 and 25, 2013. Must submit a Travel and Training Request Form.

F. Sexual Assault Awareness Seminar

It will take place April 5, 2013. It is mandatory that at least one representative from each organization attends. Must submit a Travel and Training Request Form.

G. “Doctors delivering babies early much less often, survey finds” article

Article discusses efforts to reduce early elective deliveries. See handout.

III. The Jasmine Project

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

A. Federal Healthy Start Project Update

A car seat safety event planned for April 13, 2013 in Opa Locka.

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

Melvin Hernandez,
QI/QA Specialist

A. Passwords

HSCMD created passwords for all Contracted Providers. Do not share these passwords with anyone. Use them when sending documents and reports containing protected health information.

B. Monthly Reports

Reminder that these are due on the 15th of every month for the previous month. Must submit both electronic and hard copies.

V. Operations Budget

Charmaine Johnson, Fiscal Analyst

A. Budget amendments

These are due March 22, 2013. The plan is to have them approved by April 1, 2013. Reminder that fringe benefits must have the exact amounts, with a list of Healthy Start employees.

B. Invoice status

Reminder to submit all invoices on time, these are due by the 15th of every month for the previous month. Mileage reimbursement is .445 cents per mile. Must include supporting documents. Proof of payments are required, purchase orders are not acceptable.

VI. Provider Issues

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

A. HSCMD Board Of Directors Contracted Providers' Representatives update

Due to federal sequestration, revenue is going down. As a result of the financial situation, HSCMD has undergone an organizational restructuring. A new director was recommended. It is someone from the Early Learning Coalition. Debbie Adolf made a presentation on The Children's Trust's Book Club. The Service Delivery Plan was approved.

B. Providers' advocacy efforts

None reported.

C. Open discussion

Distributed flyers promoting upcoming car seat safety events. Provided information about free educational resources for program participants.

VII. Healthy Start Program Issues

**Ariel Morel,
Program Manager**

A. Local codes

A follow-up to the HMS meeting was completed and the below type of codes were discussed and guidance was provided to the Program Managers on how to utilize these codes in HMS. The providers were advised that these codes should be used moving forward to assist in capturing time spent conducting these activities and for administrative staff who provide oversight for the program. It was requested that if the Administrative staff did not have access to HMS, that they should request accordingly so that codes could be captured under their name. Further discussion would be held during the following HMS Meeting scheduled in April. The specific codes reviewed were:

For Program Managers Use Only:

Supervisor Review

QA/QI Review

Transfer to Other MD HS P

For HSCMD Staff Only:
HSCMD QA/QI Review

For Care Coordinators/Front Line Staff & Program Managers:
Travel Time
Documentation Time
Contact Health Care Provider
Preparation Time

VIII. Guest Speakers

- Nick Silverio, Chief Executive Officer of A Safe Haven for Newborns, presents “Safe Haven for Newborns”

Safe Haven for Newborns is dedicated to saving the precious lives of newborns from the dangers of abandonment and assisting pregnant girls/women in crisis. Its mission is to eliminate infant abandonment in Florida thru education, prevention and community involvement and to assist pregnant girls/women to realize a productive future. “Safe Haven for Newborns” began in response to the tragedy of newborn abandonment in Florida. The Gloria M. Silverio Foundation a 501(C)3 Florida not for profit organization established a program in 2001, called “A Safe Haven for Newborns”. They are not affiliated with any organizations and "partner" with everyone statewide. The Florida Safe Haven Law was enacted in 2000 in response to an increasing number of newborn infants left to die in dumpsters, garbage cans, ditches, along lakes, canals and other hazardous places. As of today, 188 babies were left at Safe Havens in Florida. As per Healthy Start Standards & Guidelines, all Healthy Start Program participants must be educated on the Florida Safe Haven Law at the time of Initial Contact.

- Naylise G. Sifonte & Diada Sonceau TOPWA Outreach Specialists, Borinquen Medical Centers of Miami-Dade, presents “What is TOPWA”

The goal of Targeted Outreach for Pregnant Women Act (TOPWA) is to prevent pregnant women and their babies from getting HIV. TOPWA assists all eligible pregnant women, even those who are undocumented. Eligible women include those who are pregnant and have no prenatal care, are HIV infected, are using drugs and alcohol. TOPWA offers help getting prenatal care, substance abuse treatment, pregnancy testing, family planning services and transportation.

Next meeting will be held on Tuesday, May 28, 2013 at 9:30am, at the Healthy Start Coalition of Miami-Dade’s Training Room.