



**Maternal, Infant and Child Health (MICH)
Provider Committee Meeting
Tuesday, May 27, 2014
9:33 AM – 11:17 AM
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,
Florida Department of Health in Miami-Dade County Healthy Start Data Management Office: Rachelle Theodore
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: Marilaura Amorese
North Dade Health Center: Dayma Lopez, 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

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

- I. Healthy Start Coalition of Miami-Dade (HSCMD) Update** **Melvin Hernandez,
Quality Assurance & Improvement Specialist**
- A. Welcome and introductions
- The meeting began at 9:33 am, Attendees introduced themselves and the minutes from the last meeting held on April 1, 2014 were reviewed and the appropriate corrections were noted.
- B. Approval of Minutes from April 1, 2014 Meeting
- Motion to approve was passed by Dr. Maite Schenker and Claudia Polastri.
- C. Updates (programmatic, funding, organizational)
- Manny Fermin advised the Healthy Start Contracted Providers (HSCPs) that there will be a lot of changes come July 1, 2014. In order to be successful all providers must roll up their sleeves and be willing to change the way we operate. Unfortunately, he does not foresee that all the providers will be able to keep up with all the changes and requirements which now have a financial consequence attached. Reports will have to be accurate and coding in HMS will need to have minimal errors. The Healthy Start Program and Healthy Start system of care will be changing very quickly in the upcoming months.
- D. Healthy Start Contracted Provider - BOD Representative (Results)
- Congratulations to Margie Aragon and Heather Baker!

II. Education & Training Update

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

Melvin reviewed all the upcoming education and training events.

- A. Infant Maternal and Reproductive Health (IMRH) Meet-Me Conference Call:
 - 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, 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 Meeting
 - Friday, June 13, 2014 (10:00am – 1:00pm)
 - Friday, July 11, 2014 (10:00am – 1:00pm)
 - Friday, August 8, 2014 (10:00am – 1:00pm)
 - Friday, September 12, 2014 (10:00am – 1:00pm)
- D. Access to the Florida Department of Health's Official Learning Management System Training Finder Real-time Affiliate Integrated Network (TRAIN)
 - Account Setup
- E. Partners for a Healthy Baby - Webinar
 - Date: June 11, 2014 (9:00 am – 11:00 am)
- F. RPICC Training
 - Wednesday, May 28, 2014 (9:00 am – 2:00 pm) at Homewood Suites
- G. Fetal Infant Mortality Review – Community Action Group Meeting
 - Date: TBA
- H. Interconceptional Education Training
 - Date: TBA
- I. 20 Hour Breastfeeding Education Training
 - Date: TBA
- J. Follow-up to Trainings: FOCEP & Infant Massage
 - Heather Baker asked how to code for the Childbirth education if the staff has passed the written exam. Melvin responded that the instructor will code face to face care coordination until they are certified by completing all the requirements.

III. The Jasmine Project

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

- A. Federal Healthy Start Project Update
 - The Jasmine Project has completed four years and is now in its fifth year of funding—awaiting an update on the submitted grant. The decision has been postponed for an extra three months.

- Referrals into the program are mostly done internally.
- Qualified individuals are first time mothers that live in these zip codes: 33054, 33055 and 33167

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

Melvin Hernandez

A. Monitoring Visit Update

- Melvin notified the contracted providers that the results of the monitoring visits are in the final stages of development and will be sent out as soon as the QA/QI team complete a final review.

V. Operations Budget

**Charmaine Johnson,
Director of Administration**

A. Service Authorization Letters (Update)

- Charmaine made an update in reference to the Service Authorization Letters—providers should be receiving the letters within the next few weeks. This will allow them to continue to provide services until the new contracts are executed.
- In regards to the invoices, they should be accompanied by supporting documents. Fiscal departments should pay closer attention to supporting documents being submitted and make sure that all documents are accounted for.

VI. 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

- Margie noted that Manny will continue to be the president of FAHSC.
- The contract with AHCA has not been signed and negotiations are still in process. 90-95% of negotiations are complete.
- E-mails will be sent out regarding the Service Authorization letters to fiscal departments.
- The Department of Health has a reduced budget of \$1 million for the new fiscal year.

B. Providers' advocacy efforts

- HSCPs were advised to continue encouraging their clients to contact elected officials in reference to Healthy Start and how they feel the program has helped them. We need for Healthy Start to be well known in the community. Especially with all the upcoming changes.

C. Open discussion

- No open discussion

VII. Healthy Start Program Issues

Melvin Hernandez

A. Reports by Healthy Start Contracted Providers

- Melvin notified contracted providers that HMS productivity reports should be kept as proof that the reports are being run on a consistent basis and reviewed with staff.

B. Proper Linking for Initial Contacts and Documentation of Services Offered/Declined by Client

- IC forms must be completed for all participants. This includes clients which are unable to locate and or unable to complete.
- Clients must be offered all Healthy Start services and whether they accept or decline should be clearly documented on the Initial Contact form. Staff should be very comfortable entering these services within the system.

C. Exhibit DD – Contact List (Reminder); Submit with New Staff/Changes in Organization

- Remember to submit each time there is new staff/ changes within the organization, regardless if the person did not pass probation. Each list should be updated accordingly.

D. HSCMD Coding Training – June 2014; Dates to follow

- These trainings will be given according to hierarchy: Program Managers with Program Managers, Care Coordinators with Care Coordinators, etc.
- E. Documentation Timeline
- Contracted Providers are to remember the three day rule. If there are any changes made after the third day, please make a note of those changes.
- F. QA/QI Plans – Updated; if so, re-submit to HSCMD
- This is a live document which is included in your program’s reporting spreadsheet. If any updates are made to the QA/QI Plan, it should be included in the quarterly reports. Please place the date for any changes or updates that are made.
- G. Continuation Of Operations Procedures – COOP Plan
- Melvin noted that providers that have not submitted their COOP plan should do so immediately.

VIII. Guest Speakers

- A. Nurse Family Partnership Program – April Hille, RN, MSN – Nurse Supervisor
- Four representatives from the Nurse Family Partnership Alliance (NFPA) gave a presentation to all attendees explaining the structure of the program.
 - April, the Nurse Supervisor played a video that showed the proactive points for NFPA.
 - This program covers 34 zip codes—where a high concentration of teen births occur.
 - The NFP program is based on 35 years of research including trials that reflect successful outcomes. This program has a higher rate for High School completion.
 - The program is followed to the T—not allowing for any deviations from the structure.
 - This program is strictly for first time mothers.
 - The goals of NFPA is to ensure preparedness, focus on behaviors, and improve pregnancy outcomes.
 - To qualify: has to be first time mother, 25 years or under, low income mothers and reside within one of the 34 covered zip codes. (zip codes and map coverage were provided as a handout)
 - Mother should be less than 28 weeks pregnant in order to receive services.
 - Each visit is 60-90 minutes and have flexibility to schedule according to availability.
 - Each nurse (4) has a max case load of 25 clients. 100 clients in total for whole program.
 - Within 6-9 months, the Miami-Dade NFP program hopes to attain one more nurse and have a full case load—the benchmark is 4-5 clients enrolled per month.

VIX. Open Discussion

- No issues were brought up.

Next meeting will be held on Tuesday, July 22, 2014 at 9:30am, at the Healthy Start Coalition of Miami-Dade’s Training Room.