



**Maternal Infant and Child Health (MICH)
Provider Committee Meeting
Tuesday, July 23, 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: Ana Aristizabal
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: Gayane Stepanian
North Dade Health Center: Carrie Manigat, Dayma Lopez
Our Olive Branch: Amy Olen
The Village South: Heather Baker
University of Miami Department of Pediatrics Neonatology Department: Dr. Shahnaz Duara, Margie Aragon
University of Miami Starting Early Starting Smart: Dr. Connie Morrow, Ly Collins

Present Healthy Start Coalition of Miami-Dade Staff: Ariel Morel, Camille Eisenmann, Charmaine Johnson, Manuel Fermin, Marisol Prieto, Natali Diaz and Natalia Coletti

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

A. Welcome and introductions

The meeting started at 9:38am. Attendees introduced themselves. Minutes from the last meeting held on June 4, 2013 were reviewed. Item VIII.A. is amended to read "Case Assignment Request Log to the Data Management Office for a period of 3 days." Minutes are also amended to add that the meeting ended at 1pm. Motion passed by Amy Olen and Heather Baker.

B. Updates (programmatic, funding, organizational)

HSCMD is sponsoring a community outreach event in September in honor of Infant Mortality Awareness Month. It will be held on Saturday, September 21, 2013 at Betty Ferguson Community Center. Miami-Dade Family Learning Partnership will coordinate several activities including infant car seat safety classes and the distribution of car seats.

HSCMD is in the process of reviewing budgets and programmatic matters with each Contracted Provider and working towards having contracts before September 30, 2013.

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

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

- Tuesday, September 10, 2013 (10:00 am – 11:00 am)

B. Maternal, Infant, and Child Health (MICH) Provider Committee Meetings:

- 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, August 9, 2013 (10:00 am – 1:00 pm)
- Friday, September 13, 2013 (10:00 am – 1:00 pm)
- Friday, October 11, 2013 (10:00 am – 1:00 pm)
- Friday, November 8, 2013 (10:00 am – 1:00 pm)
- Friday, December 13, 2013 (10:00 am – 1:00 pm)

D. Breastfeeding Taskforce of Miami-Dade Meeting

It will be held Monday, August 5, 2013. Topics will include supporting breastfeeding during natural disasters, celebrating World Breastfeeding Week and Affordable Care Act. Attendees will receive continuing education hours towards Certified Lactation Counselor (CLC) recertification.

E. Nurturing Parenting Program Training

This is an approved Parenting Curriculum for Healthy Start. A local training is being coordinated. More information will follow.

F. Text 4 Baby appointment reminders

Text 4 Baby now has a new feature that reminds users of upcoming appointments. It is free.

G. Annual Meeting and Awards Ceremony

This year it will be held Friday, December 6, 2013 at Jungle Island

H. The Children's Trust Family Expo

This is a free event for families. It will include fun and educational activities for children. It will be held Saturday, August 24, 2013

I. Car Seat Refresher Courses and Distribution of Seats

**Ariel Morel,
Program Manager**

The car seat refresher courses were completed and all Child Passenger Safety Technicians (CPST) that are within Healthy Start attended. Follow-up information will be shared. The providers were advised that they can begin distributing car seats on a one-on-one basis or group setting. Each provider who currently has a CPST on staff can request up to 5 car seats at a given time and if more are needed it would be based on a case by case basis. If an organization does not have a CPST on staff, then they can work with an organization that has one and this should allow everyone to be served. Specific guidelines will need to be followed when requesting car seats.

J. Social Media: Facebook, Twitter and LinkedIn

HSCMD is on social media, accounts have been established in the following locations: Facebook (Healthy Start Coalition of Miami-Dade), Twitter (@hscmd) and LinkedIn (Healthy Start Coalition of Miami-Dade). Different strategies are going to be used in marketing our services to clients, posting news articles and relevant information relating to the maternal infant and child health field.

III. The Jasmine Project

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

A. Federal Healthy Start Project Update

Through a National Institute of Health grant, they are implementing a breastfeeding intervention protocol that is culturally sensitive. The Jasmine Project currently offers two Breastfeeding Support Groups per month. It is also offering a Baby and Me class at the Institute for Child and Family Health to engage moms in pediatric care.

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

Ariel Morel

A. Reports for July - September 2013

For the 1st Quarter report, all Contracted Providers should use the current reporting format and excel spreadsheet for documenting all reporting requirements. A new reporting spreadsheet will be provided once contracts are executed and training will be completed by the Coalition as some things have changed and it will all be on an excel spreadsheet.

B. Documentation for Car Seats

When a CPST provides a car seat, specific information should be documented in HMS. Proper documentation will be provided to all CPSTs and Program Managers. This documentation must be included in order to be in compliance with QI/QA when clients are provided car seats.

V. Operations Budget

**Charmaine Johnson,
Director of Administration**

A. Contract updates

Contracted Providers are reminded to submit their final invoices for the period July 1, 2012 to June 30, 2013 within 45 or 60 days, as indicated in their contract.

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

The Board of Directors reviewed the revenue from the Florida Department of Health. HSCMD has a temporary Executive Assistant. The Directors reviewed a cost comparison per square footage for the new office. The HSCMD benefits package was reviewed and a salary increase of 2% was approved.

B. Providers' advocacy efforts

None reported

C. Open discussion

Program Managers were reminded to maintain an accurate posting of parent classes on HSCMD website. Several staff members have not logged into the system in a long time. Inaccurate posting will cause inappropriate referrals of Healthy Start participants. HSCMD has condoms for distribution to Healthy Start participants. Every Contracted Provider received samples. HSCMD continues to provide Healthy Beginnings for Babies booklets in English and Spanish. Contracted Providers are encouraged to order, distribute and report on a monthly basis. There must be a correlation between the number of booklets ordered and distributed. Contracted Providers are encouraged to continue distribution of Babies R Us coupons.

VII. Healthy Start Program Issues

Ariel Morel

A. Car seat distribution

Item was discussed in detail above.

B. Coding Training certificates

Certificates for those that took the follow-up exam were distributed.

C. Pilot Program

The Coalition will be rolling out an Electronic Case Assignment pilot project and has selected 3 Contracted Providers to be part of this process. In addition, the Coalition would like 2 additional volunteers who would like to participate in this project. The Coalition would like to explore the ability to send all assignments electronically (scanned copy of all assignments) as oppose to sending via UPS to save on money and be more efficient. The project is expected to start sometime in August, 2013.

D. Case Delivery via UPS/FedEx

Contracted Providers must utilize UPS/FedEx when sending documents and/or cases between providers, etc. as the Florida Department of Health in Miami-Dade County Healthy Start Data Management Office no longer has a courier. A signature confirmation is required.

E. Follow-up with Referrals

All referrals must receive appropriate follow-up. Clients shouldn't be told that they are only following up with the client b/c the Coalition asked them to. A recent complaint was received by staff regarding a client being told the Care Coordinator was in trouble because of the referral being submitted. It's not appropriate that a staff discuss these types of issues with clients. All referrals must be followed up appropriately and as required by Contract and the Healthy Start Standards and Guidelines.

Meeting ended at 12:31pm. Next meeting will be held on Tuesday, September 24, 2013 at 9:30am, at the Healthy Start Coalition of Miami-Dade's Training Room.