



**Maternal, Infant and Child Health (MICH)  
Provider Committee Meeting  
Tuesday, September 23, 2014  
9:51 am – 12:35 pm  
Minutes**

**Present Healthy Start Providers:**

Avanti Support & Services: Vivian Owen  
Borinquen Medical Centers of Miami-Dade: Claudia Polastri  
Community Health of South Florida: Michelle Robinson  
Florida Department of Health in Miami-Dade County Healthy Start Data Management Office: Karen Weller, Nelly Hansen-Vik  
Institute for Child & Family Health: Tania Ramirez, Teresita Ibarra, Carolina Maldonado, Dr. Maite Schenker  
Jessie Trice Community Health Center: Chinyere Woke  
Miami Beach Community Health Center: Beatriz Cruz  
Miami-Dade Family Learning Partnership: Marilaura Amorese, Debbie Adolf (on phone)  
Our Olive Branch: Amy Olen  
The Village South: Heather Baker  
University of Miami Department of Pediatrics Neonatology Department: Dr. Shahnaz Duara  
University of Miami Starting Early Starting Smart: Dr. Connie Morrow, Ruth Carrasso

**Present Healthy Start Coalition of Miami-Dade Staff:** Manuel Fermin (on phone), Ariel Morel, Eliana Casadesus, Kristen Hidalgo, Charmaine Johnson and Melvin Hernandez

**I. Healthy Start Coalition of Miami-Dade (HSCMD) Update**

**Manuel Fermin,  
Chief Executive Office**

A. Welcome and introductions

- The meeting began at 9:51 am, attendees introduced themselves.

B. Approval of Minutes from July 22, 2014 Meeting

- Minutes from the last meeting held on July 22, 2014 were reviewed – motion to approve pending on Margie Aragon for confirmation in regards to Board of Director meeting notes.  
First Motion: Heather Baker, The Village South  
Second Motion: Claudia Polastri, Borinquen Medical Centers of Miami Dade

C. Updates (programmatic, funding, organizational)

- The Annual Meeting will be held on December 5<sup>th</sup>, 2014. Orders to submit for a request for additional materials from Partners for a Healthy Baby is time sensitive. Depending on how much space each person has to store the materials and when ordering keep in mind that the orders should be made for a 3-6 month case load. HSCMD will be asking how that number came about.

D. Nurse Family Partnership

- NFP and HSCMD's \$487,000 partnership was announced. HSCMD will negotiate with federally qualified health centers which will provide the services.

## II. II. Education & Training Update

Ariel Morel,  
Director of Quality Assurance  
& Quality Improvement

### A. HSCMD Annual Luncheon and Awards Ceremony – Save the Date!

- Friday, December 5, 2014 (11:30 am – 1:30 pm) – Jungle Island

1. Pictures Needed – submit to [Annual-Meeting@hscmd.org](mailto:Annual-Meeting@hscmd.org)

2. Ideas Wanted – submit by October 1, 2014 to [Annual-Meeting@hscmd.org](mailto:Annual-Meeting@hscmd.org)

The Annual Meeting will take place on December 5, 2014. Please save the date! The Coalition will need pictures of health fairs, baby showers, etc. Please forward all pictures to [Annual-Meeting@hscmd.org](mailto:Annual-Meeting@hscmd.org). There is no deadline for pictures at the moment but HSCPs were asked to submit them as soon as possible. HSCMD will still visit all providers for staff pictures. The primary goal of this event is to acknowledge all the work hospitals, clinics and community partners have accomplished throughout the year. HSCMD welcomes new ideas from all Healthy Start contracted providers as their input can help bring new life into the annual meeting. Please send in your ideas for the Annual Meeting to the e-mail above. If you would like see a specific keynote speaker, etc. please send in those ideas by October 1, 2014. Please note this deadline.

### B. National Infant Mortality Awareness Month – Events

- Saturday, September 27, 2014 (9:30 am – 1:00 pm) – Betty T. Ferguson

This is a mid-sized event. This event will only be for Healthy Start clients. Classes are primarily in English. There will be a Creole speaking technician on site.

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

Meet-Me calls resume in September. November 11 date will be verified as it is Veteran's Day.

- Tuesday, September 9, 2014 (10:00 am – 11:00 am)
- Tuesday, November 11, 2014 (10:00 am – 11:00 am)

Dates for the conference calls were shared with the HSCPs (No calls for July 2014 or August 2014). Please note that the November call will have to be postponed since it lands on Veteran's Day. The new date is November 18, 2014. Providers will receive an invite/ reminder- please send admin an e-mail to confirm that you are on the call.

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

- Tuesday, November 25, 2014 (9:30 am – 12:30 pm) Last one of 2014! (Plan accordingly)

### E. Systems Information Group (SIG) Calls, followed by Health Management System (HMS) Follow-up Group Meeting:

- Friday, October 10, 2014 (10:00am – 1:00pm)
- Friday, November 14, 2014 (10:00am – 1:00pm)
- Friday, December 12, 2014 (10:00am – 1:00pm)

The dates for these calls are on the HSCMD website—please register if you haven't already! Ariel mentioned that our follow up meetings end at 1 PM, but our HSCP's should schedule themselves for an extra 30 minutes. Please make sure that your representative pays attention. Please also assure that they are capable of taking information back to you.

F. Access to the Florida Department of Health's Official Learning Management System Train Finder Real-time Affiliate Integrated Network (TRAIN)

- Account Setup – for New Employees (Reminder)

HSCPS were reminded to submit TRAIN access forms for all new staff and asked to refer to prior emails. Any questions should be sent to the Training Department at [training@hscmd.org](mailto:training@hscmd.org). All new staff must have access!

G. Interconceptional Education Training

- Date: TBA- HSCMD is working logistics and updating ICC curriculum.

H. 20 Hour Breastfeeding Education Training

- Date: TBA- originally scheduled. HSCMD will finalize a date. Anyone wanting to attend will need to submit a Travel Request Form—even if one was already submitted for the original date.

I. Compassionate Caregiving – When a Baby Dies

- Date: Monday, September 29, 2014 (9:00 am – 12:00 pm)
- CEU's will be provided
- Cost: \$15 per person
- Location: Homewood Suites, Blue Lagoon

J. Sharing and Caring: A Perinatal Loss Seminar (2.5 Days)

- Dates:
  - Monday, September 29, 2014 (1:00 pm – 4:30 pm)
  - Tuesday, September 30, 2014 (9:00 am – 4:30 pm)
  - Wednesday, October 1, 2014 (9:00 am – 4:30 pm)
- CEU's will be provided
- Cost: \$250 per person
- Location: Homewood Suites, Blue Lagoon

K. Perinatal Loss: Strategies for Healthcare Professionals

- Dates:
  - Wednesday, October 1, 2014 (6:00 pm – 8:00 pm)
- CEU's will be provided
- Cost: \$15 per person
- Location: Homewood Suites, Blue Lagoon

Items I thru K: HSCPs will need to submit a check for the training and then HSCMD will reimburse. Some providers asked if this could be reconsidered. HSCMD will speak with Manny. HSCP should register their staff and HSCMD will let them know if they have been approved or not. Staff that hasn't received a training since 2012 should be considered to be sent as a refresher, either to 9/29/2014 or 10/1/2014 morning or evening. Preferably 9/29/2014. Item J will be open to bachelor's level counselors. Manny asked that Amy reiterate that staff should register for these trainings.

### III. The Jasmine Project

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

#### A. Federal Healthy Start Project Update

- Dr. Morrow shared exciting news, the Jasmine Project has been re-funded for another five years! Every site on Florida was refunded. Manny congratulated Dr. Morrow. Manny mentioned that FAHSC's McVee funding has increased and FAHSC will be applying for federal dollars to use for home visiting.

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

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

#### A. Healthy Start Referral Form – *Updated*

- The referral form has been updated. HSCPs were asked to make sure that this one replaces the previous edition.

#### B. MCO Referral Form – FYI/New

- HSCPs will begin to receive referrals from MCOs (Managed Care Organizations). The MCO's will now have their own form so to refer clients to Healthy Start. They will be assigned via the Florida Department of Health in Miami-Dade County. The form is very general and will not contain as much information as the Healthy Start referral form.

#### C. Documenting Services and Information of Clients in Computer based system

- Please keep in mind that all attempts and encounters should be detailed and on time. HSCPs were reminded that all services must be entered within three working days.

### V. Operations Budget

**Charmaine Johnson,  
Director of Administration**

#### A. Contract Update

- Charmaine stated that we will need to extend the authorization letters until November 30<sup>th</sup>, 2014. We will draft up a copy and send it to everyone so that we can gain feedback and input. They will have 2 weeks to review, turnover will be no longer than one day. The service authorization letters will be sent ASAP. 12 month budget will be sent via e-mail to be finalized with contracts. The July budgets have been processed and contracted providers should be getting them soon—the contract will state the 15<sup>th</sup> to submit on the 15<sup>th</sup> of each month. Some providers have increased salaries surpassing the allowed 2%. Those increases will be put into question. Dr. Duara asked when we will have a full 12 month contract. Dr. Duara and other HSCP are experiencing difficulties hiring because their service authorization letters end on 9/30/2014—HR departments are giving them a hard time. Due to several complexities at HSCMD, this may be a hard task.

### VI. Provider Issues

**Heather Baker, The Village South/ Westcare**

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

- Heather asked if anyone had any concerns or issues. Heather mentioned that there have been statewide glitches—sharing of information between DOH and AHCA in order to bill. Heather stated that an extension was granted to submit reports. Payment from AHCA is still pending as of BOD meeting 8/26/2014. There will be less Medicaid dollars than anticipated: 70% of what was expected. Heather also mentioned that HCiTEY is no longer on PIP. NFP and HSCMD's \$487,000 partnership was announced. Karen Weller asked who which agencies will be providing NFP services, at this time the agencies will be Community Health of South Florida, Center for Child Enrichment and Jessie Trice Community Health Center.

**B. Providers' advocacy efforts**

- Interchangeable with A. HSCPs were reminded to bring questions, comments and concerns to this meeting so that their board representatives could bring those to the Board of Director's meetings.

**C. Open discussion**

- No open discussion

**VII. Florida Department of Health in Miami-Dade County, HSDMO**

**Rachelle Theodore,  
Management Review Specialist**

**A. None**

**VIII. Healthy Start Program Issues**

**Melvin Hernandez**

**A. Medical Record Number in HMS – Update; HSMD-000-000, format as of October 1, 2014**

- HSCPs were advised of the new internal tacking system for clients and were reminded not to utilize Social Security numbers. No additional action is needed by providers for more than 21,000 Social Security numbers already entered. Those will be updated automatically to the new format.

**B. Tobacco Cessation – SCRIPT Training and Coding**

- Amy Olen, Carolina Maldonado, Melvin Hernandez, Debbie Adolf and Kristen Hidalgo attended the SCRIPT train the trainer session in Tampa, Fl. in September. Vivian asked if individuals trained in Fresh Start can continue to code. Manny stated continue to code as usual and that everything is status quo. He asked that HSCPs specify which curriculum they are using in their notes.

**C. Healthy Start Contracted Providers – Contact List (Update)**

- Beatriz notified HSCMD that her agency's fax number has changed. CPST's have also been added to the list for easier access. HSCMD will update accordingly and send out the all HSCPs.

**D. HSSG – Chapter 21 – ICC Coding Update**

- The ICC chapter has been finalized, a training for the coding will be put together within the next 1-2 months.

**E. Partners for Healthy Baby- Materials and Distribution**

- The HSCPs were provided a handout to order materials for the Partners for a Healthy Baby. This is a special discount pricing for a limited time. Depending on how much space each person has to store the materials and when ordering keep in mind that the orders should be made for a 3-6 month case load. HSCMD will be asking how that number came about.

F. AHCA Approved List of Materials – *Update as of 9.22.2014*

- Thousands of items have been approved by AHCA. French/ Creole materials approved. Amy will be looking thru the list to clean it up and will be shared once this step is completed.

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

- Please notify HSCMD of any internal changes.

**IX. Guest Speakers (None)**

A. None

**IX. Open Discussion**

- Manny mentioned that we will continue to change our system in order to maximize staff providing direct services and specifically case management. Administration/ Management will continue to be reduced. We will continue to analyze our wraparound services and may have classes concentrated in different areas with certain providers specializing in education.
- Dr. Duara asked about NICU referrals and the providers complaining about the influx. She was referring to the African-American babies at which point Manny stated that UM NICU should continue referring as agreed upon. HSCMD may need to meet internally to decide how to best move forward. A conversation ensued regarding the follow up with these types of cases (African-American). All providers report that they are completing home visits and uncovering unsafe sleep patterns, no longer breast feeding, etc. HSCMD reminded HSCPs that not all of the cases require home visits. Keeping these cases open may cause an unnecessary burden. We may need to revisit how these cases are handled upon receipt from NICU—maybe send a letter with handouts / packet few items (not too much info). I.e. Back to sleep, Medical Home information.
- Heather Baker (The Village South) stated that she has seen an increase for people with private insurance in Miami-Dade. Manny reminded the HSCPs and that she found a Medicaid training helpful in Central Miami-Dade. Manny reminded the HSCPs that the MCOs are also involved when dealing with Medicaid and to keep this in mind when trying to gather Medicaid numbers because although they assigned to an MCO they are still Medicaid recipients.
- Tania Ramirez (Institute for Child & Family Health) has seen an increase in bereavement referrals—Manny took this opportunity to remind the HSCPs to recommend their bachelor's level staff to attend the upcoming trainings to further strengthen their expertise.
- Claudia Polastri shared that at Borinquen Medical Centers, 70-75% of referrals have Medicaid—having access to MomCare has helped. 50% of the referrals are from NICU, which is time consuming. Some of the referrals from NICU are a month or two old. (Lower risk clients). The providers are unable to locate the participants. Ariel addressed the importance of time management and using the time appropriately. Our client volume is not going to decrease—keep in mind that we are principally a home visitation program.
- Manny reminded the HSCPs to have clients register for Saturday's event 9/27/2014. He emphasized this several times throughout the meeting.
- Amy Olen thanked Beatriz Cruz (Miami Beach Community Health Center) for assisting with gathering parents for FIMR panel. Would like to have one more parent. (Ask Amy for details)

Next meeting will be held on Tuesday, November 25, 2014 at 9:30am, at the Healthy Start Coalition of Miami-Dade's Training Room.