



**Maternal Infant and Child Health (MICH)  
Provider Committee Meeting  
Tuesday, September 24, 2013  
9:50 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: Ruth Duval, 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. Cristina Navarrete, 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, Melvin Hernandez and Natalia Coletti

**Guests:** Katusca Vargas (FOCEP Student)

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

**A. Welcome and introductions**

The meeting started at 9:50am. Attendees introduced themselves. Minutes from the last meeting held on July 23, 2013 were reviewed. Motion passed by Tania Ramirez and Margie Aragon.

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

Contacted Providers should engage their internal media and public relations staff to promote the Healthy Start Program, since 90% of Healthy Start funding goes to Contracted Providers. Also, encourage program participants to contact their representatives to advocate for the services they benefit from.

The Florida Association of Healthy Start Coalitions (FAHSC) was awarded a grant from Staywell Health Plan to promote a safe sleep environment for infants and purchase portable cribs. Miami-Dade Family Learning Partnership will offer these classes and distribute the cribs. HSCMD will follow up with Child Passenger Safety Technicians who are only available to participate in activities for a fee but who are not available to do it as part of their employment duties, as this certification was an investment of Healthy Start funds.

**II. Education & Training Update**

**Natalia Coletti,  
Director of Programs**

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

- Tuesday, November 12, 2013 (10:00 am – 11:00 am)
- B. Maternal, Infant, and Child Health (MICH) Provider Committee Meetings:**
  - 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, 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. Healthy Beginnings for Babies**

The last orders of this calendar year are due October 1, 2013. Reminder to submit monthly reports.
- E. National Text 4 Baby Overview Meeting:**
  - Tuesday, September 24, 2013 (12:45 pm – 1:30 pm)
- F. When a Baby Dies Sensitivity Seminar:**
  - Tuesday, October 29, 2013 (9:30 am – 12:30 pm)
- G. Ages & Stages Questionnaire (ASQ)**

These developmental screenings will be available online via hscmd.org website. Access will be limited to local Healthy Start participants only in English and Spanish versions. All Contracted Providers are asked to review the language that is on the website and make recommendations for improvement.
- H. Fetal & Infant Mortality Review (FIMR)**

HSCMD is completing a pilot project to link FIMR participants with Healthy Start Contracted Providers to conduct maternal interviews. The purpose is to increase the number of maternal interviews in Miami-Dade County while linking families to services.
- I. Annual Meeting and Awards Ceremony:**
  - Friday, December 6, 2013 at Jungle Island. All must submit a Travel and Training Request Form and register online.

### III. The Jasmine Project

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

#### A. Federal Healthy Start Project Update

Currently conducting a 6-week Community Voices training in a Church in Miami Gardens, offering a gift card incentive. Also, offering breastfeeding support groups monthly with a good turnout. Providing services in zip code 33169, sometimes.

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

**Melvin Hernandez,  
QI/QA Specialist**

#### A. Documenting start and end time for all services

Reminded the Contracted Providers to include start time and end time in all their documentation. Time spent with the participant, as well as travel and documentation time, should be accounted for coded under 3115, 3215, 3320 or 3321. Answered several questions in regards to specific situations. Contracted Providers are encouraged to contact HSCMD for more guidance.

#### B. Description of participant home

Advised Contracted Providers that there must be a detailed description of a participant's home clearly documented in HMS for each and every home visit completed.

#### C. Sharing of information with staff

It is the responsibility of the attendee to share all the information that is presented at the Coalition's meetings. Acknowledgement from each provider's specific staff members will need to be documented on a specific form with the upcoming contract.

**V. Operations Budget**

**Charmaine Johnson,  
Director of Administration**

**A. Contract execution**

Contracts are due September 26, 2013. Direct questions to [admin@hscmd.org](mailto:admin@hscmd.org) and not to individuals in order to expedite responses. Reminder to submit invoices on time.

**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 last Board of Directors Meeting was held August 27, 2013. Discussed the productivity report for Fiscal Year July 1, 2012 to June 30, 2013. The 3-month contract extension for all Contracted Providers were approved. There will be a 9% sequestration of maternal and child health contracts. There is an anticipated cut for the MomCare Program. The Prenatal Plus curriculum will not be implemented until 2017.

**B. Providers' advocacy efforts**

Borinquen's and The Village South's Healthy Start Programs were highlighted on the September issues of their respective internal newsletters. Healthy Start staff at Miami Beach Community Health Center made a presentation to their Executive Total Quality Management Meeting with the Board of Directors.

**C. Open discussion**

Distributed sample of the FIMR Bereavement Package so staff can reference when providing services to parents who had a pregnancy or infant loss.

**VII. Healthy Start Program Issues**

**Ariel Morel,  
Program Managers**

**A. Car seat distribution**

Reviewed the process and purpose of the Car Seat Distribution. Car seats must be requested early following the process established in July 2013 (see handout).

**B. Local Codes**

Continue using the local codes that have been established and discussed during the various HMS Follow-up Meetings during the last 3-4 months. These codes, especially for the Program Managers/Administrators are helpful in documenting the time spent with the clients and program and will be assisting the HSCMD in determining future funding levels for positions.

Next meeting will be held on Tuesday, November 26, 2013 at 9:30am, at the Healthy Start Coalition of Miami-Dade's Training Room.