



**Continuous Quality Improvement (CQI) Workgroup Meeting
Tuesday, June 23, 2015**

Agenda

- I. Welcome and Introductions** Ariel Morel, Director of Quality Assurance & Quality Improvement
Melvin Hernandez, Quality Assurance & Improvement Specialist
- II. CQI Minutes** – Review of April 28, 2015 Minutes
- III. HMS Access – Reminder**
1. Gain Access to Citrix/HMS: TO: DLHMSSupport@flhealth.gov and CC: HMSACCESSMD@hscmd.org
 2. Remove Access to Citrix/HMS: TO: DLHMSSupport@flhealth.gov and CC: ADMIN@hscmd.org – within one (1) business day from staff's departure – Reminder: All of staff's remaining cases must be reassigned to the program manager prior to making the request.
 3. Protocols for requesting New Passwords (Reminder)
 4. Timeline to gain access to Citrix/HMS from HSCMD (3 business days from when DOH provides Citrix access)
- IV. Healthy Start Programmatic Updates/Changes**
1. Request for Case Transfers (Include participant's zip code) Reminder: E-mail casetransfer@hscmd.org
 2. Utilizing HSCMD's website for all standing meetings within 24 hours of the meeting/training
 3. Well Families System
 - a. User Names and IDs
 - b. Case Assignments
 - c. Closed Cases in HMS but open in WFS
- V. Quality Assurance & Improvement**
- Monthly & Quarterly Report*
1. Reminder: Mailing of hardcopies of both Monthly and Quarterly Reports – Attention to QA/QI Team and **not** Manuel E. Fermin, Chief Executive Officer
- Care Coordination*
1. Timeliness Report for April & May 2015
- VI. Other Items/Open Discussion**
1. Coding Q & A – Will be offered every third Wednesday of every month; next one will be on July 15, 2015
 2. Open Discussion



Please note that the CQI Meeting was a Combined Meeting with the Best Practice / Data Committee meeting on this same date. The majority of time was spent discussing items relating to those two Committee's and no immediate needs were present for the CQI Workgroup.

Next CQI Meeting: Tuesday, August 25, 2015 at 9:30 a.m.
Healthy Start Coalition of Miami-Dade
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