



**Maternal, Infant and Child Health (MICH)
Provider Committee Meeting
Tuesday, May 26, 2015
9:40 am – 12:34 pm
Minutes**

Present Healthy Start Providers:

Avanti Support & Services: Vivian Owen
Borinquen Medical Centers of Miami-Dade: Claudia Polastri
Florida Department of Health in Miami-Dade County Healthy Start Data Management Office: Rachele Theodore
Institute for Child & Family Health: Tania Ramirez
Jessie Trice Community Health Center: Chinyere Woke
Miami Beach Community Health Center: Absent
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

Present Healthy Start Coalition of Miami-Dade Staff: Manuel Fermin, Ariel Morel, Robin Grunfelder, Doris Quiceno, Kristen Hidalgo and Melvin Hernandez

WIC Guests: Eriko Grover

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

**Manuel Fermin,
Chief Executive Officer**

- A. Welcome and introductions
- *The meeting began at 9:40 am, Healthy Start Contracted Providers and HSCMD staff members introduced themselves.*
- B. Approval of Minutes from January 27, 2015 Meeting
- *Minutes from the last meeting held on January 27, 2015 were reviewed – Unanimous decision to approve after several pending edits were discussed.*
 - *First Motion: Rachele Theodore, Florida Department of Health in Miami-Dade County
Second Motion: Margie Aragon, University of Miami Department of Pediatrics Neonatology Department*
- C. Updates (programmatic, funding, organizational)
This topic was not discussed in the meeting.
- D. Administrative Management Support – Update
This topic was not discussed in the meeting.
- E. Local Efforts by HSCP's to Legislatures
Please continue to speak to clients about writing to their designated representatives.

- F. Results of Board of Directors Provider Representative
Heather Baker and Claudia Polastri will be representing the HSCPs in any future Board of Director meetings in the 2015-2016 Fiscal Year. Margie has decided not to run for representative after many years. HSCMD thanks her for her service as a representative.

II. Featured Programs & Local Efforts

- A. Florida Department of Health in Miami-Dade County's WIC Program
Eriko Grover, MS-MPH, RD, LD/N
WIC Program Manager

Eriko presented the 4th Annual Breastfeeding Walk at Women's Park in Doral on Saturday, August 29. This event will be open to the entire community. Check in will be at 8 am and the walk will begin at 9 am. The handout for this event has been provided to all HSCPs. Manny stated that Healthy Start will be a vendor at this event and asked that all providers share this event as much as possible with the community. Manny suggested having a car seat safety class for 30 minutes every hour for the duration of the event where a car seat is raffled off after each class.

III. Education & Training Update

**Robin Grunfelder,
Consultant**

- A. Maternal Child Health News Call – *New Name*; formerly known as: Infant Maternal and Reproductive Health (IMRH) Meet-Me Conference Call:
- Tuesday, May 12, 2015 at 10:00 am: *This serves as a reminder that the name of the calls has been changed. Please mark your calendars for the next call.*

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

- Tuesday, May 26, 2015 (9:30 am – 12:30 pm)
- Tuesday, July 28, 2015 (9:30 am – 12:30 pm)
- Tuesday, September 22, 2015 (9:30 am – 12:30 pm)
- Tuesday, November 24, 2015 (9:30 am – 12:30 pm)

Please take a look at the dates and mark them in your calendar for the next MICH meetings.

- C. Continuous Quality Improvement (CQI) Workgroup – *New Name*; formerly known as: Health Management System (HMS) Follow-up Group Meeting (New Schedule, Every other month):

- Friday, March 13, 2015 (9:30 am – 12:30 pm)
- Friday, April 28, 2015 (9:30 am – 12:30 pm)
- Tuesday, June 23, 2015 (9:30 am – 12:30 pm)
- Tuesday, August 25, 2015 (9:30 am – 12:30 pm)
- Tuesday, October 27, 2015 (9:30 am – 12:30 pm)
- No December 22, 2015 Meeting

Please note that these workgroups are all scheduled for Tuesdays and not Fridays and held every other month.

- D. Regional Perinatal Intensive Care Centers (RPICC) – Annual Educational Sessions
Save the Date: June 22, 2015

Save the date was sent out on the week prior to the meeting.

E. SCRIPT CO Monitor Training & Distribution

- *Reminder: Protocol & Training Certificates due by May 31, 2015*
Please send in the completion certificates to the Training Department by the designated date. Margie stated that the test scores are given but not the certificate; please contact Amy for any issues you may have. Heather asked if HSCPs can use the Sample Protocol... YES. Please tweak it so that it works for your organization.

F. Women, Infant and Children (WIC) Resources and Information to Support Pregnant Women and Families

- Friday, May 29, 2015
 - Time: 1:00 pm – 4:30 pm*This training will be opened up after all the recommended individuals are registered.*

G. Well Family System (WFS) Orientation Training (Multiple dates available, same location and times of all trainings)

- Tuesday, June 9, 2015
- Wednesday, June 10, 2015
- Monday, June 15, 2015
 - Location: Healthy Start Coalition of Miami-Dade, 7205 NW 19th Street, Suite 500, Miami, FL
 - Time: 9:30 am – 4:00 pm (Registration: 9:00 am)

Tania is waiting for approval for her own training and registration. Please contact Training Department if there are any ongoing issues.

H. FAHSC First 1,000 Days Summit

- Location: West Palm Beach
- Wednesday, October 21, 2015 - Friday, October 23, 2015

A Save a date was sent out via e-mail for this event. The cost for this is very reasonable, so please maximize the amount of staff attending—but please limit slots to those employees that have been with the program for less than six months. Participants will not be approved if they are still on probation. The agenda has not yet been solidified but the content will be excellent. Please plan to send staff members that are going as a thank you for their continued work. You may also alternate days in which staff can go.

G. Collaborative Improvement and Innovation Network (CoIIN)

Collaborative learning to reduce infant mortality and improve birth outcomes. The CoIIN identified six strategy areas that it will focus on:

- 1. Improve safe sleep practices*
- 2. Reduce smoking before, during and/or after pregnancy*
- 3. Pre/Interconception Care: Promote optimal women's health before, after and in between pregnancies, during postpartum visits and adolescent well visits*
- 4. Social Determinants of Health: Incorporates evidence-based policies/programs and place-based strategies to improve social determinants of health and equity in birth outcomes*
- 5. Prevention of Preterm and Early Term Births*
- 6. Risk-appropriate Perinatal Care: Increase the delivery of higher risk infants and mother at the appropriate level facility*

To learn more visit: <http://www.nichg.org/childrens-health/infant-health/coiin-to-reduce-infant-mortality#sthash.Eb8XeEUD.dpuf>

J. Access to the Florida Department of Health's Official Learning Management System Training Finder Reat-time Affiliate Integrated Network (TRAIN)

- Account Setup – for New Employees (Reminder)

K. Webinars Participation (Reminder)

- Documentation requirements
 - Program Supervisors or Managers must provide notice to HSCMD Training Department via e-mail to: training@hscmd.org
 - List name of your organization/program, name and date of the webinar and list of staff (to include first and last name) who participated
 - Documentation must be submitted within five (5) business days after participation
 - Travel and Training Request Form is **not** required

L. Healthy Beginnings for Babies Books

- Reminder: Please continue to report on distribution

M. Certificates of Attendance

- Reminder to submit copies of certificates of attendance for any trainings that are conducted by an organization other than HSCMD

N. Educational Materials:

- AHCA Review & Approval of Educational Items
Everything that was submitted in March has been approved.
- Healthy Beginnings for Babies Books – Available again (Reminder)

IV. The Jasmine Project

**Dr. Connie Marrow,
University of Miami, Perinatal CARE Program**

A. Federal Healthy Start Project Update-

Dr. Morrow updated the HSCPs that the Project's performance evaluation has come back in and they have been refunded. The Jasmine Project is starting the 2nd Year. Dr. Morrow mentioned that there was a regional meeting in April that was held for two days in which focused on format evaluation.

V. Nurse Family Partnership

Robin Grunfelder

Robin provided an update on the progress of enrollees into the Nurse Family Partnership. HSCMD is currently serving 19 women and there are 45 in outreach. There are a total of 97 NFP participants and 3 nurses were just hired. At this moment, MomCare is doing referrals. Please keep in mind there are parameters for referring women:

- *Must be less than 28 weeks pregnant*
- *Reside in Miami-Dade*
- *First time mom*

VI. MomCare

Robin Grunfelder

Robin updated the HSCPs that the MomCare advisors have started completing referrals with "For Classes Only" and what time to best contact individual in the comments section so that participants can be contacted more easily when a provider has an event. Providers had a discussion on moms that are unable to locate and then mom gives birth. Providers asked if they can complete and IC on that mom at the time of postnatal screen. Ariel offered insight that if mom delivered baby, the IC will be done on the baby and mom if client has delivered under 8 weeks. If mom has delivered baby 8 weeks prior then the IC will have to be done on the baby only.

HSCMD will have to confirm with that Standards and Guidelines and will get back to HSCPs once that decision is finalized.

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

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

- A. Maternal and Child Health (MCH) Meet-Me-Call Meeting Notes
 - *Minutes were sent out and were again provided at the meeting. Call number and pin are usually the same and will always e-mail confirmation before each call. Next call will be in July.*
- B. Documenting Services and Information of Clients in Computer based system (Reminder)
 - *Desktop monitoring: We are currently doing random checks for proper documenting of encounters. Please be sure to take a look at notes for guidance. Please remember how important documentation is. Make sure to document clearly any encounter that is made. Please also be clear on referral source as well as what form of attempt was made.*
- C. Having all client records updated in a timely manner (Reminder)
 - *Please have all client records updated in a timely manner—each contract is different and specifies required time frame. From the date of services, you have 3 working days to update documents and record. Please also make notes on why the changes were made.*
- D. Review required time frames in completing attempts, etc. (Reminder)
 - *Another friendly reminder to notify staff of these time frames so that all documentation is submitted on time. Please refer to the Standards and Guidelines.*

VIII. Operations & Finance

**Ariel Morel,
Director of Quality Assurance & Quality Improvement**

- A. Submission of Invoices by the 15th of the following month (Reminder)
 - *Please do not forget: Friendly reminder to pay and submit in a timely manner.*
- B. Contract Negotiations for 2015-2016
 - *Ariel asked that all providers gather a list of items to update for the new contract year. There will be a three month extension into September. Please send the desired items via e-mail to admin.*

IX. Contracted Provider Issues

Heather Baker, The Village / Westcare

- A. HSCMD Board Of Directors Contracted Providers' Representatives update
- B. Providers' advocacy efforts
 - *At the Board of Directors meeting, Manny discussed the different approaches being taken to address the gap in funding, including reductions of HSCPs and redistribution of dollars in Healthy Start/ MomCare grant (from \$1 million to \$100-200 thousand).*
 - *Charmaine presented financial statement and stressed the importance of starting new fiscal year with a balanced budget*
 - *Beatriz and Chinyere discussed continuation of services to clients through MBCHC and HTCHC with dramatically reduced funding through Healthy Start.*
 - *Board of Directors was informed of strategies implemented to manage referral volume caseloads and complete ICs as needed to maximize Medicaid dollar. (closing as quickly as possible, intensive services as needed but shorten them and refer out)*
 - *Board of Directors was informed of HSCP concerns with regards to meeting two performance outcomes (Level 3: 30% and IC: 80%)*
 - *Board of Directors discussed future evaluations for providers that is most efficient for funding stream. Manny noted that he hopes it doesn't come to this where efficiency is measured and providers are selected based on this model.*

- *Unused dollars were returned. On 2/24/2015, AHCA provided a report regarding dollars from July to December. \$63,000 outstanding (avg. September 2014). HSCPs may be impacted.*

C. Open discussion

No open discussion.

X. Healthy Start Program Issues

**Ariel Morel,
Director of Quality Assurance &
Quality Improvement**

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

- *Make sure to resubmit Contact list whenever a new staff member comes on board--Only after they start. Please note that CHI has been removed from the list.*
- *Claudia mentioned that she doesn't have a psychosocial creole speaking care coordinator any longer.*
- *Ruth Carasco is no longer on the list.*

B. Car Seat Availability with 100% Poverty Level Certification Form

Handout was provided to every individual in the meeting. There was a discussion on the care coordinators that are certified CPSTs—there are only 13 left, therefore we are limited in providers.

C. Proper Use of Local Code:

i. Supervisor Code

Is used to document supervision the case. This is not intended to be used by supervisors to supervise their staff. Supervisory code is also used for closures. If any changes are made this code is to let the QA/QI staff know that there were changes.

ii. QA/QI Code

This code is used when reviewing a case

D. Healthy Start Standards and Guidelines – Chapter 7 Due Friday, June 5, 2015

Ariel asked that if any of the HSCPs had any feedback in regards to this chapter. Please submit before due date

E. Updated Healthy Start Contact List

Please review the list and send any changes to Admin.

F. Status on Open Cases – Discussion

739 cases have been closed since April 24th. Many wanted to know how providers were choosing cases to close. Providers conformed that they are still holding onto Medicaid cases to make sure that they do their best efforts to track down. The question was raised on how to close all level Ps out in two weeks' time. Providers were asked to prioritize the decision of how to close these cases.

G. Transition to Well Family System – any questions/discussion

All cases must still be updated in HMS prior to June 1st. In order to have information updated and accurate.

H. Access to MomCare via Well Family System - status

HSCMD is currently waiting for a confirmation of access. It is important that we have Read Only formats of the system to not interfere with the live system.

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

**Rachelle Theodore,
Management Review Specialist**

Rachelle will be sending out a memo on Medicaid numbers, Heather and other providers agreed that linking is occurring at this time. Providers discussed the meaning of “2299” which is indefinite Medicaid.

X. Open Discussion

Several providers did not know to input their quarterly data into the new spreadsheet that was provided by HSCMD. QAQI will accept any documentation for this quarter that was used in the old form. New contractual forms have been updated back in January. HSCPs will have the option to continue to use the old form or use the new form. Manny stated that a formal e-mail should be sent out indicating that option to providers for administrative purposes.

Next meeting will be held on Tuesday, July 28, 2015 at 9:30am, at the Healthy Start Coalition of Miami-Dade's Training Room.