



**Maternal, Infant and Child Health (MICH) Meeting**  
**Wednesday, July 29, 2015**  
**9:36 AM – 1:41 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: Rachelle Theodore

Institute for Child & Family Health: Tania Ramirez

Jessie Trice Community Health Center: Chinyere Woke

Miami Beach Community Health Center: Beatriz Cruz

Our Olive Branch: Amy Olen

The Village South: Heather Baker

University of Miami Starting Early Starting Smart: Dr. Connie Morrow, Isa Piloto-Baker

**Present Healthy Start Coalition of Miami-Dade Staff:** Manuel Fermin, Ariel Morel, Robin Grunfelder, Olivia Lawson, Jeannette Torres, Kristen Hidalgo and Melvin Hernandez

**Guest Speakers:** Eriko Grover, Angelica Urbina

**I. Welcome and Introductions**

**Robin Grunfelder,  
Director of Programs**

*The meeting began at 9:36 am, Healthy Start Contracted Providers and HSCMD staff members introduced themselves. Minutes from the last meeting held on May 26, 2015 were reviewed and first motion to approve was Rachelle Theodore and second motion was Chinyere Woke.*

**II. MICH Programs and Updates**

- A. Florida Department of Health (FDOH) in Miami-Dade County's Women's Health and Preventive Services  
Angelica Urbina, MPH, Senior Health Educator
- *Angelica Urbina presented the Women's Health and Preventive Services offered at the Miami Dade Family Planning Clinics. She provided the update that two clinics have closed: Little Haiti Clinic and West Perrine.*
  - *Angelica mentioned that teen services are completely free.*
  - *Ms. Urbina notified Providers that Mommobile is now called "Mom and Baby".*
  - *Ms. Urbina presented a power point of all the programs and services that the FDOH has ranging from maternity care to dentistry and preventative services for the elderly population.*
  - *Box of information on FDOH clinic based programs was provided so that HSCPs could take brochures if interested.*
- B. FDOH in Miami-Dade County's Women, Infants, Children (WIC) Program  
Eriko Grover, MS-MPH, RD, LD/N, WIC Program Manager
- *Ms. Grover provided an update on the WIC walk and how both WIC and HSCMD will be co-branding items for the event.*



- *Ms. Grover asked that all providers share walk flyer to the community.*
- *“Community Partner Fax” was shared with providers and explained. This handout shares information based on amount of referrals from each organization and program. MomCare is providing a lot of referrals. 87% of women needing WIC in Miami-Dade are receiving services.*
- *Vivian Owen asked when is the best time to call WIC during the week. Eriko stated that earlier hours around 7 am and in the afternoon at 5 pm are the least busy and less hold times. She said that Monday, Tuesday, and Wednesday are the busiest days to call.*

### III. Education, Training and Outreach

Robin Grunfelder

- A. Women, Infants and Children (WIC): Resources and Information to Support Pregnant Women & Families
  - Location: FDOH in Miami-Dade County
  - Friday, August 7, 2015 (1:00 pm – 4:30 pm)
  - *Prioritize staff that have never has a WIC 101 or breastfeeding education.*
- B. Florida Association of Healthy Start Coalitions (FAHSC): First 1,000 Days Florida Summit
  - Location: West Palm Beach
  - Wednesday, October 21, 2015 - Friday, October 23, 2015
  - Registration: <https://www.eiseverywhere.com/ehome/first1000days/297047/?&>
  - Call for poster abstracts: responses to HSCMD training@hscmd.org by July 31, 2015
  - *Manny asked that everyone decide who is going to the summit as soon as possible. Please choose individuals that can take advantage of it for the entirety of the summit. The summit is low cost: \$125. Please submit a travel and training request form to the Training department.*
  - *Up to 1/3 of staff may attend.*
  - *Managers can register prior to Travel and Training Form Approval*
  - *If you have an abstract for best practices, please send in by July 31<sup>st</sup>. Handout was provided and deadline has been extended to August 31<sup>st</sup>.*
  - *Brainstorm some ideas for the abstract*
- C. Healthy Mothers, Healthy Babies of Broward - Maternal Child Health Conference 2015
  - Location: Hollywood
  - Friday, September 25, 2015 (7:30 am – 2:30 pm)
  - *Handout was provided*
- D. Collaborative Improvement and Innovation Network (CoIIN)
  - *Amy attended COIIN pilot in Boston*
- E. Maternal Child Health News Call - State of Florida Department of Health
  - Tuesday: September 15, 2015 @ 10:00 am
- F. HSCMD Maternal, Infant, and Child Health (MICH) Meetings
  - Tuesday, September 22, 2015 (9:30 am – 12:30 pm)



- Tuesday, November 24, 2015 (9:30 am – 12:30 pm)
  - *There may be date changed for this—will send updates.*
- G. HSCMD Continuous Quality Improvement (CQI) Workgroup (New Schedule, Every other month)
- Tuesday, August 25, 2015 (9:30 am – 12:30 pm)
  - Tuesday, October 27, 2015 (9:30 am – 12:30 pm)
  - No December 2015 Meeting
- H. HSCMD SCRIPT CO Monitor Training & Distribution
- Reminder: Survey responses on CO Monitor training  
Please send in survey as soon as possible!
  - *Dr. Morrow asked if there will be additional SCRIPT trainings for those that are new. Manny responded that the reality is that Miami-Dade's staff wraparound service trainings is diminishing. "We need to ensure that clients are receiving added value to services, webinars will be helpful with that". In addition, the amount of pregnant smokers is low in Miami-Dade.*
- I. Access to the Florida Department of Health's Official Learning Management System Trainning Finder Real-time Affiliate Integrated Network (TRAIN)
- Account Setup – for New Employees (Reminder)
- J. Webinars Participation (Reminder)
- Documentation requirements
    - Program Supervisors or Managers must provide notice to HSCMD Training Department via e-mail to [training@hscmd.org](mailto: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
- K. Certificates of Attendance
- Reminder to submit copies of certificates of attendance for any trainings that are conducted by an organization other than HSCMD.
- L. Educational Materials
- AHCA Review & Approval of Educational Items
  - KidCare Materials – Place orders for limited items (Reminder)
  - Healthy Beginnings for Babies Books – reporting on order/distribution not required by HSCMD
  
  - *HSCMD just received e-mail of items approved by AHCA*
  - *Please remember to order the max amount of KidCare brochures*
  - *Manny suggested that HSCMD should suggest Florida KidCare codes for the Well Family System*
  - *Reporting Healthy Beginnings for Babies Books is encouraged but not required.*



M. Outreach Events

- 4th Annual WIC Breastfeeding Awareness Walk
  - Saturday, August 29, 2015 (Registration 8:00 am, Walk 9:00 am)
  - Location: Women’s Park , 10251 W. Flagler Street, Miami, FL 33176
  - Healthy Start offering indoor car seat safety class (Class time: 10:00 am)
    - ICFH completing client registrations
- *Car Seat safety class should be promoted to community and not current clients*

IV. The Jasmine Project

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

A. Federal Healthy Start Project Update

- *Please promote the breastfeeding support group—the dates can be found on the HSCMD calendar*
- *The statewide logic model has been rescheduled to September and will provide updates in the future.*
- *At the federal level they are waiting to roll out the system to dump all the data into the system. They will also be announcing contracts at the end of August.*

V. MomCare

**Robin Grunfelder**

- A. Healthy Start Targeted Outreach to MomCare clients
- B. Targeted outreach pilot with Avanti, Borinquen, ICFH begins August 1, 2015

- *Effective August 1<sup>st</sup> of Monday August 3<sup>rd</sup>, clients with class written on the bottom of the self-referral will be moved to outreach because there is a lack of identifying services.*
- *Only three providers will be receiving clients with “classes” written on their referral—this is additional case load on top of assigned cases.*

VI. Nurse Family Partnership

**Robin Grunfelder**

- A. State FDOH funded NFP program ended June 30, 2015
- B. Federally funded MIECHV NFP program continues in Miami-Dade

- *NFP currently has 105 clients—referrals are no longer necessary until further notice.*
- *Healthy Start Coalition of Miami-Dade’s NFP was vetoed. It was one of hundreds of programs that was affected.*
- *NFP’s breastfeeding rates are at 94%*

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

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

- A. Completion of self-referrals
  - Assure legibility- Use a font that can be read
  - Assure all mandatory fields are complete- Please make sure to enter DOB and zip codes for every case. They will be returned if incorrect or not entered.



- B. Healthy Start Provider follow up letters
- Assure the participant's name is correct
  - Assure the checklist is accurate and complete
  - Assure legibility
  - Please address letters to actual clinic provider and not an individual. If you do address it to an individual, please make sure it's a Program manager.

**VIII. Operations & Finance**

**Charmaine Johnson,  
Director of Administration**

- A. Submission of final invoice for contract ended June 30, 2015 by August 15, 2015
- B. Submission of Invoices by the 15th of the following month (Reminder)
- C. Contract Negotiations for July 1, 2015 – June 30, 2016 – Next Steps
- *Fiscal departments should not send in their June and July expenses together*
  - *July invoice will be due August 15<sup>th</sup> as well.*
  - *Charmaine allowed for discussion if extension is needed. Please advise with time.*
  - *HSCMD is still in the process of approving budgets: this has been delayed due to staffing changes.*
  - *Currently waiting for contract from funder to start contract date for hopefully September.*
  - *Manny mentioned summit and amendments. Charmaine said to include it in the 12 month budget and HSCMD will honor approval without amendments to the contract.*
  - *HSCMD has regained over 400k from Medicaid ID project efforts.*

**IX. Contracted Provider Issues**

**Vivian Owen, Avanti Support & Services  
Heather Baker, The Village / Westcare**

- A. HSCMD Board Of Directors Contracted Providers' Representatives update
- B. Contracted Providers' advocacy efforts
- C. Open discussion
- *Heather provided an update on Board of Directors-- voted to approve the amended 2014-2015 budget 2015-2016 budget*
  - *The reduction of funding have 25% & reconciliation of clients served July 2014 was submitted, but not for a large sum—it is expected that after August 1<sup>st</sup> it would be more because a larger number of July clients were paid for under the 2013-2014 DOH grant.*
  - *Board of Directors is uncertain of what funding will look like fiscal year 2015-2016—this is dependent on number of Medicaid clients.*
  - *Discussed the need to add workload by bringing in additional Medicaid clients (eg. MomCare self-referrals)*
  - *Health Connect in the Early Years program ending 7/31, HSCMD did not reapply for the grant.*
  - *NFP – on 6/23 the governor vetoed the special finding to expand the program with state dollars—organized programs with federal dollars for 4 nurses remains.*

**X. Healthy Start Program Issues**

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

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



- C. Transition to Well Family System – any questions/discussion
  - Melvin stated that there are changes in the system so please look under every tab. Vivian noticed that some systems show clients that others don't. Melvin and Ariel stated that out of county clients that are being transferred are going to HSCMD to then get assigned. The instructions of how to merge a client is on the dashboard.
  - *For participants that are in HMS but not on the Well Family System the participant has to be entered into the Well Family System please leave case as pending.*
  - *HSCMD will set up a Well Family meeting in the near future.*
  - *Chinyere mentioned difficulties with ICs and errors. Ariel has assured Chinyere that Go Beyond is aware of the situation.*
  
- D. HMS – Purpose/Use after July 1, 2015 (Reminder)
  - No documentation/coding to occur in HMS after June 30, 2015 (Reminder)
  - HMS use is read-only; all documentation to occur in WFS as of July 1, 2015 (Reminder)
  - *HMS is only being used for historical purposes only!*
  
- E. Medicaid Managed Care Organizations (MCO) and Healthy Start
  - Communication to referring case manager after receipt of self-referral from MCOs
  - Report on any issues regarding MCO referrals to QA/QI
  - WellCare Training scheduled for Monday, August 24, 2015 (10:30 am – 12:00 pm)
  - *For best practices when receiving a referral from a Medicaid company, you try to reach the person that sent the referral and confirm receipt.*
  - *Please keep collecting Medicaid IDs.*

**XI. FDOH in Miami-Dade County, Healthy Start Data Management Office** **Rachelle Theodore,  
Management Review Specialist**

- A. Medicaid – Re-submission Update
  - Rachelle notified the HSCPs that the team searched for more than 15k clients. About 70% of Medicaid numbers were found for individuals.
  - The exact number of dollars that was reimbursed is not known due to some reimbursements being combined with one another. Over \$400k
  - Rachelle mentioned the end of the data cleaning project that began in 2009 that involved 50,000 cases.
  - Supply of screens is low and Manny mentioned that if the State is limiting the resources then the coalition will get the screens printed independently from the same printer so that we remain successful.

**XII. Healthy Start Coalition of Miami-Dade (HSCMD) Update** **Manuel Fermin,  
Chief Executive Officer**

- A. Updates (programmatic, funding, organizational)
- B. Local Efforts by HSCPs to Legislatures
  - *FAHSC has 17 board members*
  - *Manny shared that if there are 4 elected representatives per coalition then that means there is equal representation. Unfortunately, equal representation does not benefit the Healthy Start Coalition of Miami-Dade because the majority of the coalitions have smaller birthing rates and more of a say than those coalitions with greater births.*