



**HealthLink Miami Valley  
Management Team Meeting**

February 5, 2002

9:30 – 10:30 AM

Kettering Center

**MINUTES**

1. **Introductions:** Rudy Arnold, Bill Bines, Kate Cauley, Kim Conner, Mary Crimmins, Taryn Jones, John Pascoe, Richard Schuster, Marilyn Rodney, Becky Valekis
2. **Review Meeting Roles**  
Facilitator: Kate Cauley  
Notetaker: Taryn Jones
3. **Review Meeting Agenda**  
Completed
4. **Work Through Agenda**
  - A. HL Network Agenda Item Review/Additions  
Completed
  - B. Task Force Issues to be addressed by HL Network
    1. General Issues
      - Better way to get presentation tracking forms complete
      - Decisions about additional VIP groups
    2. Specific Issues...
      - Outreach  
No additions
      - MIS  
No additions
      - Outcomes/Evaluation  
No additions
      - PR/ED  
No additions
      - Strategic Planning  
No additions
  - C. Issues for HealthLink Network Review
    1. Advisory Council Agenda  
Additions Suggested:
      - Opportunity to participate in evaluation of HL project (collaborative survey)
      - Opportunity for question and answer session during meeting
      - Budget session
    2. Should Management Team meet before Network meeting?

Some Management Team members believe that the meeting is redundant. However, some said that checking in on HealthLink progress too often would be a lesser evil than not checking on HealthLink progress enough.

3. Others

Outcomes and Evaluation would like to know what is important as far as functions / tasks included on each task force's section of the MIS Action Plan; knowing this information would allow O&E to document in as more detail. O&E would like to also know projected time finished as well as actual time finished for all tasks. Could possibly request 3-5 most important tasks from each group. O&E requested that MIS task force help them separate fishbone diagram (critical events) into a listing.

These need to be noted as a narrative, anecdote:

Critical events analysis - events / incidences that happen that have a significant impact on your initiative even if the event is unplanned (meaning it is a discovery)

Task Force updates revolving around the MIS plan will be discussed at the Management Team meeting in the smaller quarters.

Kate and Rudy will revise the HRSA memo re: HIPAA regulation issues – they will meet sooner rather than later.

KIZAN needs a letter eventually, for now they are willing to work on trust. Kate will follow up with Ed and get this letter finalized.

Collaboration survey could be online submission via HL website.

D. Process Issues

1. Communications

Two issues have come up over the past several weeks. First of all, there is a large contingent of people who need to be briefed on HealthLink, i.e., the County Administrators Office and the AgencyLink Advisory Board. Kate will meet with Sue Daily to make sure the County Administrators office is fully informed and explore opportunities for HealthLink to work closely with the AgencyLink larger plan over the next several years. Second, there is less knowledge about the full AgencyLink potential among social services agencies than initially assumed. Although several organizations are part of the pilot, the Community On-Line and Resource Directory are only going live at the end of March. Up until now, Ed has done most of the data entry, and few agency administrators have used the system fully. People seem to know about the Domestic Violence Database, and that AgencyLink is under development, but are waiting for more information on how to use it. Also there are a number of organizations just getting ready to develop a new patient/client data system who are very interested in using the AgencyLink Case Management application rather than reinventing the wheel.

2. Access to and use of GDAHIN

Similarly, with the hospitals, there is limited understanding of the full capacity of GDAHIN. Not all hospitals currently participate, and some work needs to be done to get more hospitals on board and greater awareness of the potential for the integrated system. There has been general support and enthusiasm but it turns out people are not informed on a detailed level.

**5. Future Agendas and Schedules**

NEXT MEETING: February 19, 2002, 10:30AM - 12:30PM

**6. Adjournment**

Meeting adjourned at 10:30 AM