



## ***HealthLink Miami Valley Management Team Meeting***

June 18, 2002  
10:30 — 12:30 PM  
Kettering Center

### **MINUTES**

- 1. Introductions:** Kate Cauley, Carla Clasen, Kim Conner, Mary Crimmins, Becky Valekis, Marilyn Rodney, Rudy Arnold  
Absent: Bill Bines, Bob Mullins, Arthur Pickoff, Janet Grant, Jack Pascoe, Richard Schuster

- 2. Review Meeting Roles**

Facilitator: Kate Cauley  
Notetaker: Mary Crimmins and Allyson Sepp

- 3. Review Meeting Agenda**

- 4. Work Through Agenda**

A. Members Update:

B. General Issues

- The Access Database was reviewed including available information. A presentation was given including the primary database elements: client demographics, advocate information, and portal data.
- Statistics on Referrals: The current numbers for database (e.g. total number of clients, gender, marital status, number of children, etc.) were provided as a PowerPoint presentation. Referrals come in from HealthLink portals or directly from clients by telephone. Telephone referrals provide more comprehensive demographic data because the client is directly providing the information. Advocates have a more difficult time reaching portal agency referrals. Sunrise provides the majority of portal referrals. The future goal is a virtual case record where portals enter the information into the database. The group stressed the importance of providing portal agencies with a report on the outcomes of the Advocates work with their clients.
- Application for FY 2003: Kate distributed copies of the guidance document for continuation of grant and a copy of the first draft of the CAP continuance application. She reviewed the primary points and discussed the focus of changes. Specifically the efforts for the coming year will be directed toward shifting the culture of organizations and the community to improve access to health care for all. The PR function will be made a staff function, not a task force function. Since not everyone is in attendance the draft will be emailed for suggestions, changes, etc. There will be a shift in efforts from operation to culture.
- CAP Director's Conference Report: Rudy reported that further funding is anticipated, but the no cost extension is in question. HRSA staff emphasized that these grants were made for one year. If there is a continuation given, then the funding will be 70% of the initial grant for the

second year and around 25-30% for the third year. Rudy spoke with representatives from Georgia who have a progressive MIS, but it was difficult to get details from them. HealthLink well represented with a continuously looping PowerPoint in the demonstration room. Few programs had demonstrations; many vendors used the room to display services available. HLMV was involved in two presentations, one a breakfast roundtable on MIS, HIPAA and Partnering as well as an evaluation session. Follow up information will be sent to session participants and HRSA staff from these discussions. Kate provided summary of 5 kinds of initiatives represented at the conference:

- 1) Capacity building establish coalitions and partnerships, strategic planning, integrating data, and getting information to community;
- 2) Establishing new insurance for the uninsured very specific target populations;
- 3) Electronic System developments;
- 4) Electronic Referral systems;
- 5) Development of service programs for special needs populations, like HIV/AIDS.

- June 4<sup>th</sup> Meet review: Notes are being reviewed by Janet Grant and will be made available.

C. Task Force Reports/Actions Steps from Previous Meeting/New Members

- MIS: last meeting canceled. Rudy said they are seeking a report from the hospitals so that a combined data set can be produced.
- Outcomes/Evaluation: This group is discussing disease management issues, particularly asthma in children and hypertension in adults. Qualitative evaluation measures are also being considered.
- Outreach: Kim suggested that HealthLink should piggy-back on other programs agendas instead of doing community events. Mary will be presenting to the Goodwill staff. Marilyn brought up the need to educate the larger medical community (e.g. Montgomery County Medical Society and Gem City). Customer satisfaction must be assessed; Kate suggested using the 98 survey as the framework.
- PR/ED: Kate suggested this task force be absorbed into the other five. Rudy brought up the possibility of creating a pamphlet that describes the process of HealthLink.
- Strategic Planning had no report

G. Work to be Completed/Action Steps: Carla will update project management matrix. Kate will email the draft for the CAP continuation application; suggestions must be turned in by Friday, June 21, 2002.

**2. Future Agendas and Schedules**

NEXT MEETING DATE: **July 2, 2002 10:30AM to 12:30PM**

**3. Evaluation of the meeting**

#### 4. Adjournment