



**HealthLink Miami Valley  
Management Team Meeting**

September 17, 2002  
10:30 AM to 12:30 PM  
Kettering Center

**MINUTES**

**1. Introductions:**

Attending: Rudy Arnold, Kate Cauley, Carla Clasen, Mary Crimmins, Jack Pascoe, Marilyn Rodney, and Becky Valekis

Absent: Bill Bines, Kim Conner, Janet Grant, Bob Mullins, Art Pickoff, and Richard Schuster

**2. Review Meeting Roles**

Facilitator: Kate Cauley

Notetaker: Allyson Sepp

**3. Review Meeting Agenda**

**4. Work Through Agenda**

**A. Members Update:**

Kate is back from Africa. Thirty-eight countries were represented at the Network Conference on Health Professions Education. Each country seems to be facing similar issues with regards to community and campus responses to providing healthcare and training future providers.

Rudy will not be moving back into his home for several months because of the damage caused by the fire.

Marilyn is back from a weeklong road trip.

Jack has been busy feeding his son's soccer team

Becky's daughter has started her freshman year of high school.

**B. General Issues**

- HMA consultation: Kate and Janet will be having a conference call with HMA to determine a timeline. Carla requested regular updates with HMA's progress. Kate suggested one of the task forces be assigned the responsibility of tracking HMA's progress. The group concluded we should start with the HLMV Management Team as the core group to work with HMA and add from there. There will be three stages to their progress: 1) Determining the parties that need to be involved; 2) figuring out what will be the best approach for all parties involved; and 3) preparing legal documentation, incorporating, and establishing guidelines for whatever plan is chosen. The involvement of individual representatives from each hospital is important for HMA's overall success. Marilyn suggested that minutes from meetings with HMA be made available on the web. The group agreed with this and Kate explained that the staffing of meetings with HMA has yet to be determined. Kate will meet with Vicki Pegg and Sue Daley on the 24<sup>th</sup> of September to establish staff assigned to HealthLink, especially for the HMA discussions.

- In preparation for the HMA meetings it might be useful to revisit each organizations current role in the structure of health care services for the uninsured in Montgomery County.
  - Rudy suggested that we identify a champion at the county and state level who has decision-making ability. The group suggested a number of individuals that should be considered as possible champions. The team also discussed inviting contiguous counties to join with the plan that is being developed by HMA or to at least sit in on the planning. It was decided that there should be further discussion at the next Network meeting on what group will monitor the HMA process. A special thank you was extended to Carla Clasen for all of her hard work in getting HMA hired as consultants to HealthLink.
  - CAP funds Year One and Two: HealthLink has received the full amount requested for year two of the grant. It also appears that we will have access to part or all of the unused funds from last year. There was discussion as to how the excess funds would best be utilized in the context of ongoing grant related activities. Hiring an MIS person at 100% was suggested. Based on input from the health and human services agencies, Mary suggested expansion of the MIS audit, IT evaluation services for small agencies, and providing broad based HIPAA consultation. Kate said that she would report at the next management and network meetings how the funds were expended over the first year of the grant.
  - Spirit wear: The Outreach task force will provide guidelines for distribution of the spirit wear at the October 1<sup>st</sup> meeting.
  - Statewide Ohio CAP meet: The meeting will be held on the 30<sup>th</sup> of October from 10am-3pm at the Kettering Center.
  - Carla had nothing further to report concerning the site visit from Brenda Tucker-Jeffreys. It is anticipated that there will be short notice; therefore, Kate will let task force members that are available at the time of the proposed visit know what needs to be presented to Ms. Jeffreys.
- C. Task Force Reports/Actions Steps from Previous Meetings/New Members
- MIS: Meetings will be held once a month. The GDAHA and the County are presently working to integrate their data and will provide actual dates when this is to be completed at the October 1<sup>st</sup> meeting. Rudy also said that Greg seemed confident that HealthLink is ready to proceed with setting up the server.
- Audit Update: Mary gave a PowerPoint presentation on the progress of the audit. She provided a brief summary of the status of each agency's MIS. To date, a hospital system has not been audited. All agencies participating in the audit have some form of electronic connectivity, usually either a DSL or a T1 line. An MIS audit of the Montgomery County Combined Health District was agreed upon. The HIPAA privacy provisions were briefly discussed. The HLMV server will include first all clients who have been referred to and followed up with by HLMV CHAs. As health and human services organizations get appropriate permission from their clients, client data for uninsured will be added. The goal is to develop the patient registry of uninsured as comprehensively as possible, and to assist people in accessing health care and health care insurance.

- Outcomes/Evaluation: Becky reported for Jack that the collaboration questionnaire, asthma care management and ER usage would be discussed at the meeting on September 18<sup>th</sup>.
- Outreach: Mary presented a power point summarizing current portals, the number of referrals by month and by agency, and the ethnicity of referrals. She also reported that 55% of individuals filling out the portal questionnaire are uninsured, 32% with children have no insurance for their children, 55% requested more information, 19% report having hypertension, and 29% of the individuals with children had children with asthma symptoms. Marilyn provided an update on provider outreach. She will be presenting to ONA (Ohio Nurses Association) on the 1<sup>st</sup> of October. Jack is working on presenting HealthLink to the Western Ohio Pediatric Society in November. Marilyn has been unable to contact Alonzo Patterson to determine a time to present to Gem City. Creating an introduction statement for the Portal Questionnaire was discussed. The team decided that this was not necessary. A statement obtaining verbal consent for data to be reported in aggregate will be added to the demographic form. This will be reviewed by WSU IRB. The group discussed the development of a HealthLink brochure for use by portal agencies; it was decided that the creation of a brochure would not be necessary.
- Strategic Planning: Rudy emphasized the importance of acting fast on HMA s plan. He also said that Strategic Planning is still working on the action list from the June meeting.

- D. Speaking engagements/invitations/presentations/publications review  
Marilyn informed the group of several events: the Appalachian film series at Sinclair beginning the 23<sup>rd</sup> of September, UHCAN Ohio meeting on the 3<sup>rd</sup> of October, and a women s health conference on the 26<sup>th</sup> of October.
- E. Issues for HealthLink Network Review/Approval
- F. Issues for Discussion
- G. Work to be Completed/Action Steps

## 5. Future Agendas and Schedules

NEXT MEETING: October 1, 2002, 9:30AM — 10:30AM

## 6. Evaluation of the meeting

## 7. Adjournment