



**HealthLink Miami Valley  
Management Team Meeting**

January 7, 2003  
9:30 – 10:30 AM  
Kettering Center

**MINUTES**

**1. Introductions**

Attending: Rudy Arnold, Kate Cauley, Carla Clasen, Kimberly Conner, Mary Crimmins, Jack Pascoe, David Roberts, and Allyson Sepp, Marilyn Rodney

**2. Review Meeting Roles**

Facilitator: Kate Cauley  
Notetaker: Allyson Sepp

**3. Review Meeting Agenda**

**4. Work Through Agenda**

**A. HL Network Agenda Item Review/Additions**

Kate clarified from the Project Management Matrix for year two that Objective 2, Action Step 2 does not necessarily mean providing any additional training at portals, but that if outreach workers wanted additional training in how we are currently linking people to health care services, this would be a good way to insure continuing that effort, if there is not a continued presence of supplemental CHAs. We do need to codify the various steps of training/orienting a portal agency into a focus on health care. HealthLink will respond to agency requests for specific training.

The group concluded that hospitals were actually portals and that the data from Medicaid Outreach will now be merged with HealthLink data and reported regularly according to the categories determined at the MT meeting on November 17.

**B. Task Force Issues to be addressed by HL Network**

**1. General Issues**

- Year Two: Project Management Matrix (PMM) and Action Plans/Timelines. Revision of the year two PMM is complete. Task Force Chairs must send a copy of their Action Plan/Timelines to Outcomes and Evaluation.
- Six Month Report electronic submissions: HRSA has changed reporting requirements from quarterly to semiannually. Carla and Kate will prepare this report.
- Health Management Associates (HMA) progress: Representatives from HLMV and HMA met with Sue Daily. Kate explained that the county is on board and that we need to move forward. The group agreed that the Network needs to have further discussion on this. To keep the process moving is critical. The hospitals are an integral part of the process.

**2. Specific Issues...**

- MIS
  - Introduce HLMV MIS Analyst: David Roberts introduced himself and provided a brief background of his computer experience. David can be reached by email: david.a.roberts@wright.edu.
  - Audit report: Mary presented the outline for the audit report.
  - Completion is behind schedule.
  - Information Technology (IT) and Health Insurance Portability and Accountability Act (HIPAA) work groups. The overall purpose of these groups will be to provide a resource for health and human service agencies involved in information technology development and HIPAA. The first IT meeting will be 9am on January 14<sup>th</sup> at the Kettering Center. The HIPAA advisory group will meet at the Kettering Center on January 21, 2003 from 1:30 to 4:30 pm.
- Outcomes/Evaluation: Jack explained that the group is awaiting the emergency room usage data from Children's Medical Center. It is anticipated that the time line for year two of the grant will be available by the 21<sup>st</sup> of January.
  - Institutional Review Board (IRB) Approval for Portal Questionnaire and Demographics form: The IRB approved portal questionnaire and advocate follow-up form was distributed to the group.
- Outreach: The group continues to work on the action steps for the year two PMM.
  - Statistics reporting format review: Mary provided a PowerPoint presentation (draft status) of the proposed monthly reporting format. The group determined that further discussion was necessary to clarify some definitions.
- Strategic Planning decided to eliminate key priority two and focus efforts on priority one and three.
  - Capacity assessment follow-up
  - Strategic plan continued
  - Medicaid Administrative Match

- C. Issues for HealthLink Network Review/Update/Approval
1. Supplemental and ongoing funding opportunities
  2. UHCAN Ohio
  3. Covering the Uninsured Week
  4. Conference presentations: 20<sup>th</sup> Annual Research Meeting and Medical Informatics Association Annual Meeting
  5. Press conference: Capacity Assessment, first Year Report, ongoing work

- D. Process Issues

**5. Future Agendas and Schedules**

NEXT MEETING: January, 21, 2003, 10:30AM - 12:30PM

**6. Evaluation of the meeting**

**7. Adjournment**