



**HealthLink Miami Valley
Management Team Meeting**

October 15, 2002
10:30 AM to 12:30 PM
Kettering Center

MINUTES

1. Introductions

Attending: Rudy Arnold, Kate Cauley, Carla Clasen, Kimberly Conner, Mary Crimmins, Jack Pascoe, Becky Valekis, Allyson Sepp
Absent: Bill Bines, Janet Grant, Marilyn Rodney,

2. Review Meeting Roles

Facilitator: Kate Cauley
Notetaker: Allyson Sepp

3. Review Meeting Agenda

4. Work Through Agenda

A. Members Update:

Kate is working on an application to provide nationwide technical assistance for the Learn and Serve America division of the Corporation for National and Community Service.
Jack is continuing to work on the Practice-Based Research Network project.
Rudy received an award from the state to address tobacco issues and has the opportunity to expand his project with additional funding to include local partners who had also submitted proposals to the state.

B. General Issues

- HMA consultation: Kate will travel to Columbus to meet with Jay Rosen. Jay has indicated to Kate that the Disproportionate Share approach will probably not be appropriate for Montgomery County. Other options are being examined.
- State-wide Ohio CAP meeting: October 30, 10am-3pm at the Kettering Center. All members of the Management Team are invited to attend the meeting. In addition to the four CAP grantees, Dr. Part, the Dean of the School of Medicine, the Ohio Department of Health, the Office of Medicaid Policy at Ohio Job and Family Services, and Brenda Tucker-Jeffries have been invited to attend the meeting.
- Re: replacing Judy Thomson since her retirement from the Dayton Foundation--Kate announced that Heather Bailey of the Dayton Foundation will be present at the December Network meeting and has been invited to attend the Management meeting. Heather has already suggested ways that HealthLink can become involved with the programmatic side of the Dayton Foundation

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

- MIS

Audit Update: Mary and Patrick continue to work to complete the audit report.

MIS Analyst Job Description: Kate reviewed the job description for a Programmer Analyst.

- Outcomes/Evaluation

Jack distributed minutes from the October 9th meeting.

The SAS program for ER visits will be used and Doug Prince has given permission to use CMC ER data in the ER utilization algorithm.

Jack distributed the updated timeline and no changes were suggested. Jack explained that as a part of the disease management effort, any clients who respond affirmatively to the asthma question on the Portal Questionnaire will be invited by the CHA during the follow up call to participate in a focus group to learn more about the child's asthma. If the parent gives permission, they will be contacted to attend a focus group and educational materials that are available online will be made available. In order to conduct the focus group data collection and education research Jack informed the group that IRB at CMC does not need to review the focus group proposal, however, the proposal will be reviewed by IRB at Wright State.

- Outreach

Kim informed the group that the American Heart and Cancer Society of Dayton and Lutheran Social Services are interested in participating in HealthLink as portal agencies.

Portal Update: For the month of September there have been 388 portal questionnaires turned into HealthLink. Just under half of those were appropriate for advocate follow-up. Further, it was noted that the number of HS/HF applications submitted has decreased. The drop is most likely due to the increase in referrals that already have insurance, however Kim is doing some follow-up and quality assurance procedures to clarify. Kim briefly reviewed the guidelines that Community Health Advocates use to determine if a referral should complete an HS/HF application. The group agreed that we must identify why people are not eligible for HS/HF.

- Strategic Planning

Next meeting is scheduled for the Monday before Network the 4th of November.

- D. Speaking engagements/invitations/presentations/publications review
Kate was invited to an FCFC meeting to speak about HIPAA.
Jack and Mary will be providing a 15-minute presentation on HealthLink to the Western Ohio Pediatric Society.
Rudy will be speaking to representatives from the state legislature concerning tobacco usage and other related healthcare issues.
- 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: November 5, 2002, 9:30AM – 10:30AM
We should do HIPAA education for Network

6. Evaluation of the meeting

7. Adjournment