Coordination Committee Teleconference Notes

Date: 01/08/2018

Time: 3:00-4:00pm

In Attendance: Anastassia Galant (DPH), Ben Chaffee (UCSF), Beth Neary (DPH), Christina Nip (DPH), Colleen Lampron (DPH), Irene Hilton (DPH), Kim Levine (SFUSD), Margaret Fisher (DPH), Prasanthi Patel (DPH), Susan Fisher-Owens (UCSF)

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| **AGENDA ITEMS** | **NOTES** | **ACTION ITEMS** |
| Action Items Check-In |  |  |
| Pilot 1 Updates | Colleen:* Working on QI Access Collaborative
* Waiting for contract
* Doing behind the scene prep work including recruiting the Improvement Advisor and scheduling learning sessions
 | Christina to share whitepaper on Breakthrough Series to anyone interested |
| Pilot 2 Updates | Kim:* Had wonderful Motivational Interviewing Training in December
* Scheduling a follow-up training in Spring
* Meeting tomorrow hoping to finalize the protocol
* Plan to give update to Health Workers on Friday to start care coordination

Christina:* DPH care coordination work started.
* Planning to do a MI F/up training
* Looking into the data tracking sheet for SFUSD
 | DPH and SFUSD to finalize care coordination protocolKim and team to train Health Workers once protocol is finalized |
| Pilot 3 Updates | Christina:* IRB submitted
* Working on FG materials translated

Prasanthi:* Taskforces are still awaiting contracts to be finalized which has been pushed back to add Prop 56 funding
* Taskforces cannot hire staff until funding is secured
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| Pilot 4 Updates | Susan:* Meeting with the Pilot 4 team to plan the implementation of the pilot activities

Margaret:* SFHP had given an update that PM160 has been phased
* CHDP will be sending out the replacement DTI and CHDP forms
* CHDP will be working hard to go out as fast as possible to train providers on these forms
* Official written update will be sent out tomorrow (01/09) morning
* CHDP will be sending out individual responses regarding these updates to those who had enquired
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| Pilot 5 Updates | Irene:* 2 FQHCs will be involved for 2018 for Pilot 5
* Had initial meeting with SAFHC leadership and dental leadership to discuss strategies for increasing dual users
* The other FQHC is MNHC who is contracting with their co-locating dental provider onsite
* Want to set up an introduction by leadership to dental providers
 | Irene to setting up introduction with MNHC to start discussion on Pilot 5 activitiesChristina and Irene to email Anastassia to discuss evaluation plan to standardize queries and methodologies for Pilot 5 data collection and measurement |
| UCSF Monitoring and Reporting Updates | Ben:* Created a report based on training evaluation
* Open to feedback for improvement to match needs of pilot teams on impact of training
* Irene, Christina and I had a call about how data will be recorded at SFUSD.
 | Christina to share feedback on the data sheet/form for care coordination form with Kim and her team |
| Fiscal Updates | Beth: * Working on quarter 4 invoice for the state due Feb 15, but planning to submit early to facilitate the budget modification request.
* UCSF and AFL sole sourced contracts submitted to contracts division that has been submitted centrally. Contracts expected start date is January 1, 2018
* Once approved, UCSF and AFL will get funding notices
* Oral Health Taskforces contracts are submitted last month, they may have additional funding from Prop 56
* SFUSD contract still pending. Contract still trying to devise a MOU.
* MNHC and NEMS are on special pre-approved city list and they do not need a sole source contract.
* State’s contract with Mathematica is close to finalizing, there may be updates on quarterly reporting and will invite Ben and Anastassia
 | Kim to share the online MOU template with Beth, Irene, and ChristinaBeth to send invite and updates on the State LDPP call with Ben and Anastassia to join the next call |
| DTI Project Staff Updates | Christina:* Got approval for a SharePoint website that is accessible for non-DPH partner

Kim:* Will not want to use the SharePoint if you have to set up a separate email account for this

Colleen:* Might be able to have access using gmail
* Happy to test it using a link

Susan:* UCSF is on a Microsoft server

Christina:* Irene and I have been doing site visits to FQHC for Pilot 1 and 5. We visited NEMS and SOMHC. We plan to visit NAHC and MCBC.

Irene: * MCBC is a new FQHC site that was not yet in existence at the time of grant submission
* Not sure if we can arrange it so that MCBC can participate in Pilot 5 at this point in time. But MCBC can certainly participate in Pilot 1.

Christina:* Working with PR folks to share word on DTI project in Director’s Report and Fast Facts, internal DPH newsletter to get the word out on the project

Irene:* Looking forward to contract finalization and having things fall into place project wise.

Margaret: * How are we tracking Motivational Interviewing practice and collecting data on that interaction.

Christina* Currently focused on collecting data on number deliverables to the state and have not focused on the QA aspect of tracking MI usage.

Kim:* MI practice is new for staff. It would be too much work to track individual for each HW for each case.
* Can have a meeting or focus group at the end of the school year for discussion

Irene:* We have factored MI practice into the deliverables to the state with the numbers increasing each year
* Have built in this outcome in proposal that can be ascribed to the MI and Culturally Appropriate training for Health Workers
* Cannot use DTI funding to pay for research
* It would be interesting if someone with the resource can do a focus group interviewing HW. This is an evaluation possibility.
 | Christina to send email links to Colleen and Kim to see if they can access the SharePoint site.Christina to discuss further on how we can and if we want to track MI usage with Irene and Ben and Kim and Margaret. |
| Cavity Free SF | Margaret:* Had ICC and DTI advisory meeting on 11/06
* April 3rd, everyone is invited to come to the 4th annual forum for Cavity Free
* Prop 56 approved for $385,000 for each year through June 30, 2022
* Have 1 Epi 1 full time position approved. Interviewing in a couple of weeks
* HW trainee is in approval process
* Working with Beth on contracts to get extra funding for messaging and analysis of focus groups.
 | Christina to send SF DTI CC email list to Kara for invitation to the Cavity Free SF Spring convening. |
| DTI Newsletter | Margaret:* Audience could be all of the Medi-Cal referral providers and dental providers who are receiving the referrals
* Has an email list and hard copy snail mail list

Christina:* The intended purpose of the newsletter is to serve as a communication tool to keep project partners and stakeholders informed of progress of all of the project activities
* The newsletter is written into the grant as part of the proposal

Irene:* Newsletter supposed to be a communication device
* Could inform DPH administration, other city departments, in the orbit of the stakeholders, and the community

Margaret:* Have different sections and highlights for different providers

Irene:* CBOs can be included in the stakeholders
* Great to structure newsletter into different areas of interest

Colleen:* I think it is a great idea given the amount of learning we will generate. Newsletter will be a great avenue to get information out.
* Can SFDS help initially with connecting us with folks who would want to opt in, and some other partners to help figure out mailing list.

Susan* Very board audience and not sure if people will see the link to why they are receiving and reading the newsletter. Especially for medical providers. Need a clearer message/what the catch is. Are we encouraging for them to read a subset. Should we have different targets for different groups.

Colleen:* Could feature patient stories, sharing stories on Motivational interviewing. There are broad areas that matter to everyone and to connect them to why they should care.
* Should have physician corner and dentist corner
* It is important that they be on the same document for long-term partnership.
* Logistically and staff-wise multiple newsletters may not be feasible.

Margaret* Could be online, the highlight that would grab the dental/medical providers.

Beth* Could be on the same schedule as the reporting requirements for the state
* Do not have the schedule for reports to the state yet, may know in the Jan 24th call.

All* Online newsletter
 | Irene to ask Deborah from SFDS about ways DTI Newsletter can get an email subscription list for SFDS board and membersIrene to ask about connecting with SFMS through SFDS for newsletter audience |
| Next Meeting | Standing meeting every first Monday from 3-4pmNext meeting February 5th, 3-4pm |  |