Coordination Committee Teleconference Notes

Date: 03/05/2018

Time: 3:00-4:00pm

In Attendance: Ben Chaffee (UCSF), Beth Neary (DPH), Christina Nip (DPH), Edith Sanchez-Mojaraz (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** |
| Pilot 1 Updates | Irene:* Colleen and AFL still awaiting contract finalization
* Colleen needs 2 month to get faculty together, do curriculum, and application for the team
* Schedule will be kicked back 2 months. We have Jun and Aug reservations that we will keep, and we have reserved rooms for Oct.
* Hoping contracts can be signed by April so that we can get Pilot 1 going

Beth:* AFL will be using the city boiler plate contract template, but we are still awaiting sole source approval by city before we can move forward with contracts.

Irene:* AFL is the group that was not previously a city vendor and has never had a city contract, so they had to start from the very beginning for this process. Others in the DTI proposal has had previous or current city contracts and are already in the system.

Beth:* AFL has registered as a city vendor so they are eligible to be a contractor, but we just need authority for contracting approved.
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| Pilot 2 Updates | Edith:* One of our DTI co-workers retired last week, so we are one short on the DTI team

Christina:* Health workers have been doing a great job. Julianne who has been with the city for 40 years has now retired, so the team of 3 is down to 2 HWs
* For month of Feb, in database, 328 clients were referred, 248 clients had scheduled appointment, 238 attended appointment
* Currently numbers are good for month of January and February, but we may need to look at March to see how numbers are with the team down to 2
* We have a MI follow-up training scheduled for March 12

Kim:* No big updates, continuing to case manage
* Have a new staff member hired, starting Wednesday (03/07)
* Will meet on the 13th to discuss the MI follow-up training

Irene:* Any challenges brought up for HWs on the care coordination work? Please let us know if there are any challenges they are facing.
* We are prepared to let state know that due to a staff member retirement that our numbers may be lower for the months affected

Kim:* It is unlikely that the HWs will get to everyone on the referral list because of how late SFUSD started and it has also taken more time than expected for follow-up
* Their biggest challenge is understanding the resources they were referring to when people do not have insurance and what to do in these cases. Mary may join to give some udpates on this at the HW meeting. HWs don’t feel that they are ready to respond.

Margaret:* There is a safety net dental funding for children who has had a CHDP screening in the past year, they can be covered by safety net funds. They can be directed to a CHDP clinic to get gateway for coverage for 60 days.
* Dental Directory is not enough. Decision tree for payor source would be very helpful.
 | Christina to connect with Margaret and Edith for resources for HWs for health insurance resources to be compiled and sent to Kim before Friday (03/09).  |
| Pilot 3 Updates | Margaret:* IRB had question about verbiage about mandated reporter. They are ready to approve but not finalized.

Prasanthi:* Had promotion team meeting this morning attended by all 3 taskforces leaders
* Carecen invited promotoras to the April forum for community representation
* Waiting on contract finalization so that they can hire folks and move forward on focus group processes
* Taskforces engaging in the soda tax advisory committee including advocating for the taskforces
* Chinatown also did community outreach at the Chinese New Year street fair
* District 10 had first meeting in November, and they have a coordinator for their oral health work
* Contracts waiting for Prop 56 and DTI, finalizing details and contracts. Once finalized, then will be presented to Health Commission on April 3rd for approval.
* Approval should be coming in about a week for IRB
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| Pilot 4 Updates | Christina:* Planning to meet on the 14th. Will be reviewing the draft evaluation and will be discussing the curriculum in greater detail at the meeting
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| Pilot 5 Updates | Irene:* Silver Avenue Family Health Center piloting the warm handover from Medical to Dental for children 0-5
* None of the handover were successful so far
* Will have a staff meeting Wednesday afternoon, dental will open for all drop-ins to open up the number of days for Primary Care champion to send children over, will open up to 4 days
* Will get more data and information on children patients at Silver Avenue Family Health Center through Anastassia

Christina:* Silver Avenue Family Health Center has 437 primary care patients in 2016, 464 in 2017 based on data report by Anastassia
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| UCSF Monitoring and Reporting Updates | Ben:* Our team has put together evaluation instruments for trainings that are taking place. Look forward to data and help analyze those evaluations
* Working on updates and tweaks to the tracking form for SFUSD Health Workers to keep track of their care coordination and thanks for being open to suggestions
* Changes can be made to the live google sheet without disrupting data entry

Christina:* DTI and Oral Health data teams had a meeting last week had good discussion about Pilot 5 baseline data, thinking more about potential data analysis through data collected through the DTI and how we can display information.
* Anne DTI epidemiologist has created a tableau dashboard for the state data on dental services utilization for San Francisco for children ages 0-20.

Susan:* Wants to find out what we want collected at ZSFGH for the dental referral report so Susan can send in the request
* Report can be pulled into excel file and mailed weekly, or we can have it put on a tableau dashboard. Depends on the team’s needs. Excel would probably be easiest.

Margaret:* Looking for content of the referral form. Wants to know if the report can be pulled weekly.

Susan:* May be able to pull weekly report, or may need to have report generated automatically.

Irene:* Great that the network is trying to set up electronic referral system to Health Workers in SFHN for 0-5 in lieu of PM160.
 | Kim will look at the updated spreadsheet and will share with Health Workers at the upcoming meeting. Christina to share tableau link with Coordination committee that Anne Hirozawa is working on with state dental utilization data for SF children 0-20 once available. Margaret to work with Susan and Irene on the data report from ZSFGH for Pilot 2 Care Coordination dental referral. |
| Fiscal Updates | Beth: * UCSF contract is getting reviewed by Health Commission
* UCSF budget adjustment has been spread out evenly
* AFL wants to wait for sole source start date before making budget adjustments
* Prop 56 funding is close to being finalized in addition to the general funds and DTI money
* MNHC is priority is next after these other 4 contracts
* State is not finished with their contract with Mathematic, and they are asking for a 6 month reporting schedule. Anticipate releasing the report in 2 weeks or so.
* SFUSD contract is pending, and Health Worker is on board this week, we want to add it directly to another DPH contract from last year, and if that does not work, we will other approaches.

Kim:* Existing contract ends next year.

Beth:* Talked to the contact, Laura Campos, to find out who contract analyst is but have not asked to be added to the contract yet, need authority checked first.

Kim: * Would like a backup set up for the contract.
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| DTI Project Staff Updates | Christina:* DTI project announcement made in the Director’s Report to the Health Commission on February 6
* Still working on getting project announced on SFDPH Fast Facts
* Have created an online newsletter template, keeping possibility open that this will be a collaborative effort
* News and updates and resource section now available on DTI website
* Attended CPEHN California Oral Health Network convening. CPEHN is funded by the state to create statewide oral health network.

Margaret:* Santa Cruz county LDPP has been seeking zipcode level data for program purpose. We are seeking zipcode level data state wide to better target specific zips.
 | Christina to share DTI announcement director’s reportChristina to share CPEHN Quick Bites linkChristina to share CA Oral Health Plan 2018-2028 |
| Cavity Free SF | Margaret:* April 3rd-Oral Health Forum-targeting leadership for policy change, will be cohosting with OCOF, SFUSD, UCSF.
* May ask Dr. Kumar to speak and Lisa may invite Dr. Chow to speak
* Prasanthi working on scheduling interview for the Health Education Trainee
* Prop 56 epidemiologist previously worked with CA DPH, background is PhD in microbiology from John Hopkins
* Looking for oral health stories for the Cavity Free SF website
 | All to think of leaders who should be at the Cavity Free SF oral health leadership forum. All to send compelling case stories relating to oral health or clear photos of oral health work with children to Prasanthi for Cavity Free SF website. |
| Next Meeting | Standing meeting every first Monday from 3-4pmNext meeting April 2nd, 3-4pm |  |