Coordination Committee Teleconference Notes

Date: 04/02/2018

Time: 3:00-4:00pm

In Attendance: Anastassia Galant (DPH), Ben Chaffee (UCSF), Beth Neary (DPH), Christina Nip (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 | Invitation of oral health leaders and advocates to the April 3rd forum is done.Margaret still looking for photos and case stories for the CavityFree SF websiteReview of UCSF IRB is on Irene’s to-doSusan had sent some questions on eCW fields to Margaret, and Susan is awaiting responses | Margaret to look into email discussion on eCW and will get back to Susan on this |
| Pilot 1 Updates | Christina:* Timeline for Access collaborative was originally scheduled for April, June and August
* But due to contract delays, we are scheduling learning sessions for August, October, and December
* Expert meeting is to happen in June
* Irene and Christina visited Native American Health Center to give them an introduction to the DTI and about participation in Pilot 1 and 5.
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| Pilot 2 Updates | Christina:* March numbers: 396 clients in database, 263 had scheduled appointments, 257 attended appointments.
* Had MI follow-up training on March 12 for DPH health workers and DTI staff
* Ben and team worked on evaluation report from evaluation forms from the training. Health Workers found the review training useful
* We originally had a team of 3 Health Workers, one Health Worker retired last month. The Spanish speaking Health Worker will be leaving the team in May because her position is a temporary position. Dorothy, the supervisor at CHDP has put in request for another temp staff to fill position, but there is no confirmed update at this time yet.

Kim:* We have a Health Worker who began today. Received okay to go ahead with the hiring.
* Moving forward with contract for DTI
* Health Workers have started process, but they were informed that that is not priority until the Health Worker has started
* Will move forward with proceeding with care coordination for Health Workers at the School District
* Christina and SFUSD team are working on a referral letter based on a suggestion by Health Worker that referral letter that ask parents to make dental appointment.
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| Pilot 3 Updates |  Prasanthi:* IRB has approved protocol submitted
* Documents are being translated currently
* On April 12, will do a call with taskforces to help update them and orient them on the focus group and documents
* Focus groups and recruitment can start after, but billing cannot happen until contract has been finalized
* Contracts have to be finalized before end of fiscal year, and taskforces can back-invoice once contracts are finalized
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| Pilot 4 Updates | Susan:* Team met to standardize the lesson that we will be providing
* Thanks to Christina for compiling our messages into 1 piece
* We will be meeting again April 11
* We also have an updated evaluation form that the team will review at the next meeting
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| Pilot 5 Updates | Irene:* Had piloted warm handover with 1 PCP and 1 Dental Provider
* Only 1 successful handover so far brought over by MEA
* Expanded warm handover opened to all days of the week
* Dental providers agree that all children under 3 without requiring X-Ray, they can do lap oral exam anywhere possible
* Need more children so that the pilot can be tested
* MNHC still waiting on contract, no movement in that site yet
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| Data & UCSF Monitoring and Reporting Updates | Anastassia:* Requested data set from IT in regards to dental
* Have all dental information on 1 table so that the information can be arranged however we want
* Planning to put information into tableau so that we can monitor monthly
* Currently, there is not an existing datasheet that can be used
* There will be another data meeting on April 12 where we can discuss data.

Ben:* Our team has put in a report for MI training evaluation
* Pilot 2 has been monitoring how many clients have been coming through. Should discuss how we may turn that data into more formal report and for monitoring over the course of the year and to decide on periodicity and what metrics are most relevant.
 | Christina, Irene, Beth and Ben to set up meeting to discuss data monitoring and reporting |
| Fiscal Updates | Beth: * Last call with DHCS, they mentioned that they are very close to finalizing the reporting template, and will send out the draft where we can provide feedback
* Our first reporting period will be July through December 2017. Most likely asked to do it in the coming month, and we will have 1-2 months to complete the report. Following that it will be 60 days after each of the 6 months period
* DHCS asked for us to do budget modification one year at a time
* Did a small budget modification for 2017 related to HW staffing pattern
* There will be a much bigger 2018 budget modification request that will be submitted that includes spread out of leftover funds for UCSF and SFUSD
* Will also check in with AFL on the budget modification for leftover funds at a later time
* Contracts: UCSF is closest to completion. Documents are almost finalized. Health Commission presentation went well last month and contract was approved
* For SFUSD and MNHC, the next step is funding notice. SFUSD documents are close to being developed, currently confirming budget. MNHC documents have not yet been developed.
* Taskforce contract includes DTI, Prop 56 and MCAH general funds. Contracts will be processed with all 3 funding sources.
 | Beth to send state reporting template to Margaret, Ben, Anastassia for review once available |
| DTI Project Staff Updates | Christina:* DTI will be presenting at the 4th Annual COH Leadership forum
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| Cavity Free SF | Margaret:* Working hard on the forum focusing on cross sector changes to improve children’s oral health
* Interviewed and selected Epi 1 position and Health Worker Trainee position through Prop 56. Both are going through HR process of getting on board.
 | All continue to look for and send in photos and case stories to Margaret for inclusion in the CavityFree SF website |
| DTI Newsletter | Group reviewed the DTI E newsletter template * E-newsletter hosted on mailchimp
* Newsletter will be sent out once every 3 months

KIm* Take out last sentence in Pilot 2 with numbers because of when SFUSD is starting care coordination.

Susan* 2nd paragraph remove the words science shows and just start with Children….

Margaret* It would be helpful to have associated graphic for each pilot to help breakup newsletter visually

Ben* Should remove the calendar of the Forum event
* Could replace with a follow-up story or report on the event

Christina* Newsletter will go out to DTI stakeholders, ICC members on CavityFree SF, staff and project partners of the DTI, participants in DTI pilots including dental providers in Pilot 1, stakeholders from SFUSD, Pilot 5 FQHC participants
* We have a list of some stakeholders. I imagine the list will grow.

Margaret* Main purpose of the newsletter is to update DTI stakeholders?

Christina* The pool of subscribers are those working closely on the DTI. If the group feels that the newsletter should be more inclusive, it can grow in the future.

Margaret* Need graphics for pilots

Beth* Should include Subscribe link in the newsletter

Margaret* Is there a DTI color(s). My suggestion is to keep it consistent so that people will identify with it visual.

Christina* DTI has a teal color scheme. I can play around with a more cohesive color scheme. I can work on a color palette.

Susan* Template looks great on cell phone.
* Sections are fine and appropriate. But it would be good to start the email out with hyperlinks to providers

Irene* Can make backgrounds consistent, teal instead of charcoal grey
 | Christina to send out link to subscribe to newsletter to allChristina to make the following changes to the template: 1. Take out numbers for Pilot 2
2. Remove words from 2nd paragraph on science shows
3. Include associated graphics for each pilot
4. Remove forum event details
5. Use more cohesive DTI colors
6. Include hyperlinks to the sections in the newsletters, so readers can skip straight to the section
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| Next Meeting | Standing meeting every first Monday from 3-4pmNext meeting May 7, 3-4pm |  |