Coordination Committee Teleconference Notes

Date: 05/07/2018

Time: 3:00-4:00pm

In Attendance: Beth Neary (DPH), Christina Nip (DPH), Kim Levine (SFUSD), Susan Fisher-Owens (UCSF)

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| **AGENDA ITEMS** | **NOTES** | **ACTION ITEMS** |
| Action Items Check-In | * Still pending state reporting template. Reporting template under CMS reviews, estimate release date of 2nd week of May * Meeting with Ben, Beth to talk about Pilot 2 outcome will happen after state reporting template has been released * Still reviewing IRB application for Ben * Margaret and Susan are still working on the ECW report for Pilot 2 referral |  |
| Pilot 1 Updates | Christina:   * Still waiting for contract to go through with AFL * First learning session moved back to Aug * Will revisit in a few weeks * End of June for contracting to go through for Aug-Dec time-line   Beth:   * Contracts go through several phases, there is a signature phase where contract is finalized, and contract is sent to vendor (full contract document and signature pages) After that purchasing order will be created, city attorney will review after that and city signers will sign that. |  |
| Pilot 2 Updates | Christina:   * Edith will be leaving DPH. 05/08 is her last day. DTI Health Workers down to 1 (Becky) * The DTI team was able to meet their April goal. Jan-April, DTI had met numbers * April numbers: 298 referred, 295 contacted, 212 appointed, 206 attended appointment * May numbers are likely to be low due to only having 1 HW on the team   Kim:   * Hired new Health Worker at last meeting. New HW shadowing HWs and learning DTI calls * School year will end first week of June. Less than a month left to end of school year * Waiting for state reporting template. * Should have sufficient time to complete the report. State will provide reasonable turnaround time   Beth:   * State typically allows time for things to happen. |  |
| Pilot 3 Updates | Christina:   * Prasanthi is on leave till November * Just had call with promotion team with taskforces on the call * Waiting for contracting to go through for taskforces * Estimated July-August for focus group * Will work with Kristin Hoeft at UCSF who will do individual focus group and overall theme analysis * Chinese translation script done and Spanish in progress |  |
| Pilot 4 Updates | Susan:   * Working to finalize slides * Talking about figuring out the process for expanding into new sites * No update on end results yet * Will be meeting on the 16th, and will discuss which clinics or Health Center, pilot 4 might want to target. |  |
| Pilot 5 Updates | Christina:   * Started warm handover at SAFHC. Medical Assistants have been walking children 0-5 * Low numbers as pilot is starting up * Started with 1 day a week to now 4 days a week * When parents refuse warm handover,PM160 is left at dental clinic, and receptionist of dental clinic will call family to arrange an appointment for them * Will have a meeting with SAFHC, and Anastassia will share data of Jan-Mar to see how SAFHC are doing in meeting their RI goal * If SAFHC are getting close to meeting target. Once they are eligible, if they can begin purchasing decision and processes * Under new system, FSP is streamlined, so only 1-2 people who are eligible to make purchases, will have to go through one of their regular channels. Can use regular money and receive journal from grant, or they can order through grant fund. Less delays if they use their regular channel for ordering * Community FQHC, contract is still in process, work has not yet started * Irene has been in touch with private dental provider to recruit them for Pilot 1 | Christina to discuss Pilot 5 stipend expense process with SAFHC at next meeting. |
| Data & UCSF Monitoring and Reporting Updates | Christina:   * Anastassia has been working on getting data for Pilot 5, and has requested data items from IT that she will use to build Tableau dashboards   Susan:   * There is a Tableau dashboard for FV for all of the FQHCs. * FV dashboard still being updated each month * Anne found discrepancies with the FV dashboard and the report that she had prepared * Irene is looking into developing a “dental” folder to house all of the dental data * Currently data are housed in various folders * Call it “Oral Health” folder, so it is more Interprofessional * Ben has been helping with the design of evaluation forms * Will have a meeting to talk about care coordination data. Currently Pilot is generating data from DPH and SFUSD. Will have a meeting to discuss compiling and reporting data, but we are waiting on the state reporting template before meeting |  |
| Fiscal Updates | Beth:   * Continued escalating contracts, high priority in contracts for SFUSD, and taskforces * No Estimated timeline yet for SFUSD contract, but stressed end of Fiscal Year * Submitted new budget to the state last week for 2018 * DHCS is anticipating releasing reporting template for first 6 months of project * DHCS approved quarter 4 invoice and budget revisions * Submitted 2018 budget revision request * DHCS just released a new budget revision form, so Beth will be resubmitting budget revision request * UCSF and SFUSD has restructured contract to 3 years to accommodate the city contracting process not starting up right away, same amount of money compressed * UCSF contract is closest to completion, but delay because of the BAA required by state. UCSF is reviewing the BAA closely * SFUSD and 3 taskforces contracts have been resubmitted and have been escalated to the head of contracting because Prop 56 expires June 30 * Hoping to give MNHC a funding notice shortly, once it has been determined if it will be stand-alone contract or added to a primary care contract * Recommend taskforces get quotes but not incur cost until it is very certain that contract will be approved for Prop 56 related expenditure | Beth will connect with Kim about fringe approval letter  Beth will resubmit 2018 budget revision using new state form |
| DTI Project Staff Updates | Christina:   * Sent out spring newsletter. Thanks for input on content, format, layout * Will continue to use template * Will discuss Summer issue (Jul-Sep) next month * State had an update on excess funds for mini procurement and project expansion due to one LDPP pulling out. More updates will come | Christina will add newsletter discussion into agenda for next CC meeting |
| Cavity Free SF | * Next ICC meeting is 05/17. DTI will provide project updates at the meeting |  |
| Next Meeting | Standing meeting every first Monday from 3-4pm  Next meeting June 4, 3-4pm |  |