Coordination Committee Teleconference Notes

Date: 11/05/2018

Time: 3:00-4:00pm

In Attendance: Becca Lipman (AFL Enterprises), Colleen Lampron (AFL Enterprises), Ben Chaffee (UCSF), Beth Neary (DPH), Christina Nip (DPH), Irene Hilton (DPH), Kim Levin (SFUSD), Mayra Amador (DPH)

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| **AGENDA ITEMS** | **NOTES** | **ACTION ITEMS** |
| Pilot 1 Updates | Becca:* Still waiting for final contract, doing all we can to prepare for launch for middle of November
* Finalizing documents for recruitment for the first Access Collaborative for 5 dental practices
* Developing contracts to onboard faculty and Improvement advisor
* Have date set for Expert meeting to finalize collaborative framework for 12/21
* As soon as contract is in, activities can begin

Colleen:* UCSF location offered for the Expert meeting
* Finalizing driver diagram on 12/21, experts have been invited to inform process
* AFL enterprise can decide on final location for the Expert meeting
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| Pilot 2 Updates | Christina:* For month of October, lowest numbers in the year, 106 referral, 98 contacted, 64 scheduled appointment, 51 attended appointment
* There has been staff changes, down to 1 Health Worker (although no change in FTE)
* Hiring of Spanish speaking HW is moving slowly. Requesting special condition for Spanish bilingual capacity for the position
* YTD, 2618 clients referred (76%), 2280 clients contacted (87%), 1858 clients appointed (79%), 1771 clients attended visit (100%)

Kim:* Had a call with SFUSD and city attorneys to finalize template for contract.
* Hoping to get the contract signed and back to DPH for signature
* Need contract by end of calendar year for retroactive to July
* Will send date for MI training soon
 | Kim to send Christina update on a date for MI training at SFUSD |
| Pilot 3 Updates | Mayra: * At last D10 taskforce meeting, Sepideh, dental public health resident at UCSF proposed idea to evaluate the media campaign by D10
* Sepideh will talk with Amor and Justin from D10 taskforce to discuss feasible timing
* Wanted to focus on parents of children to see if they saw the media campaign materials and if their perspectives changed

Christina: * Kristin Hoeft from UCSF is still working on analysis of focus groups, she has questions
* Kristin will share findings on 11/15, hoping report will be sent to taskforces end of Nov or early December
* Once taskforces have findings, they will work on the PowerPoint presentation to share findings
* Ben and team has worked on an evaluation form for Pilot 3 training
 | Christina to share FG findings report with the CC once readyMayra will share updates on the evaluation plan for D10 media campaign in future meeting |
| Pilot 4 Updates | Christina:* Pilot 4 team has trained a total of 50 providers across 11 clinics.
* Met our target of reaching 10 clinics this year.
* Pilot 4 team started discussing plans for 2019, will revisit all 2018 clinics, and add 2 new clinics
* In discussion: Pilot 4 may training Peninsular providers that serve SF Medi-Cal patients
* Connected with a pediatrician from Kaiser in Sonoma County with question around PHI and sharing of patient information for dental care coordination

Irene:* May have a breakthrough, but will need to do further liaison for next steps
* If we can set up dental care coordination for Kaiser, we will reach a large population of Medi-Cal patients 0-5 in the city
 | Irene and Christina will liase with Cecilia and Dr. Miller to see if there can be care coordination referral set up at Kaiser |
| Pilot 5 Updates | Christina: * Last data pull in October, SAFHC is at 41% dual user rate. 174 dual user visits out of 421 patients with PC visits
* Team is on track to meet their 10% RI goal for half of the incentive, but team is unsure if they can reach their 20% RI goal for full incentive
* SAFHC will talk about strategy for 2019, will discuss if they want to continue warm handover, or try a new strategy at the clinic

Irene:* Trained dentist at Co-located dental practice at MNHC Shotwell
* Administration at Health Center felt that based on previous experience that dental clinic may need more training for serving a new patient population
* Irene will go back to give a more intensive in-service for children 0-36 months
* MNHC has a care coordinator that helps them make dental appointment
 | Irene to provide a more in-depth in-service on serving 0-36 months at MNHC dental clinicsIrene will send email to check in with MNHC to find out progress of 4-5 year old referral |
| Data & UCSF Monitoring and Reporting Updates | Ben:* Had a call with Pilot 1 discussing about kind of data collection forms most helpful for Pilot and when data may come in
* Hope conversation will continue
* Working on evaluation forms for Pilot 3, waiting for FG findings to inform learning objectives in the trainings

Beth:* School attorney wants to clearly specify that no data will be shared due to FERPA rules
* Had asked for clarification if student level (line item) data that have been de-identified can be sent, answer is that the aggregate data will be sent on monthly basis
* UCSF IRB may not need to be updated since it is for maximum amount of data to be shared

Ben:* May not need to change the data description in IRB, can clarify at an later

Christina:* DPH DTI data team will work on an internal data sharing plan to outline steps of data and de-identification internally for the DTI project
 | Beth will send information on data reporting to both Kim and BenIrene to follow up with Hali Hammer after 1 month of initial email request for IRB signature, and will continue to follow up every 2 weeks |
| Fiscal Updates | Beth: * We have not received semi-annual reporting template. Next DHCS call on Dec. 19th, they may send us semi-annual reporting template earlier if ready.
* Personnel changes at DHCS. New analyst assigned to SF DTI LDPP
* DHCS plans to visit LDPPs to learn more about the DTI LDPP activities, no concrete details yet
* DHCS inform us that they approve of our 3 proposals essentially in full, next steps are:

1. We submit new 2019 and 2020 budgets including expanded line items we included in proposal2. DHCS will send DPH amended contract to sign3. DPH will need to send revised funding notice to UCSF, SFUSD, and AFL Enterprises to do contract modifications to incorporate the funding.  The contracts need to be finalized before they can be modified (relevant for SFUSD and AFL Enterprises currently, and also we need to be sure not to interrupt the invoicing around December/January since invoicing is frozen during modification certification process ~ 1 month)4. Expand the work as proposed! 5. Ensure DPH DTI project budget reflects the new contract total spending authority in the January DPH budget submission* Budget revision accepted!  May submit one more budget revision to reflect AFL’s exact final line items for 2018
* SFUSD and City attorneys met today and agreed on details, a few steps pending but it will go back to SFUSD revised possibly as soon as tomorrow, then certification process, needs to be finished before Dec. 31st
* Thank you AFL for your help!  Very smooth at Health Commission and the extra info was relevant for answering their brief questions, City Attorney signed 1 week ago, still needs OCA processing (and possibly DPH Director signature though that is likely done)
* MNHC contract with City Attorney right now, just received questions today.
* NEMS Contract: Sent internal funding notice request form to contracts and a specific Contract Analyst was assigned, but still awaiting some details before FN can be sent to NEMS
 | Beth, Irene, and Christina to discuss next step and communications with NEMS for contract/funding for 2019 |
| Cavity Free SF | Christina:* Perinatal Oral Health roundtable that was jointly hosted by Cavity Free SF, SFHN Dental services, women’s health center on November 1
* Dental Resource Grid being worked on by access work team to centralize all services are provided across the city and to track gaps in services

Mayra:* Had Roberto Vargas on call to discuss promotion of water access and promotion. He gave ideas on collaborations on this and CFSF will work on this in the coming months.
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| DTI 2nd Annual Convening | Christina:* Invitations to the convening have been sent out
* Will share updates from 2018, and start planning for 2019, review accomplishments, discuss challenges, have breakout activities
 | Suggestions for agenda items and topics for discussion welcomed by emailSave the date and Register for the DTI annual convening  |
| Asks and Announcements | N/A |  |
| Next Meeting | Next meeting Monday, December 3, 2018, 3-4pm, via teleconference |  |