Coordination Committee Teleconference Notes

Date: 12/03/2018

Time: 3:00-4:00pm

In Attendance: Colleen Lampron (AFL Enterprises), Ben Chaffee (UCSF), Beth Neary (DPH), Christina Nip (DPH), Irene Hilton (DPH), Kim Levin (SFUSD), Margaret Fisher (DPH), Susan Fisher-Owens (UCSF)

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| **AGENDA ITEMS** | **NOTES** | **ACTION ITEMS** |
| Pilot 1 Updates | Colleen:* Moving along with contracting process
* Scheduled the expert meeting on 12/21 which will bring together experts in the field to get most important changes for practices to make
* Confirming location of the expert meeting-planning to meet at UCSF Parnassus
* Will be recruiting 5 dental practices to participate in the first collaborative and working with SFCCC and SFDS to help in recruitment
* Christina will post application on website
* Doing a training for the provider representatives so that they can help spread the word
* There will be a total of 3 Access Collaboratives in total
* Recruitment criteria can be found in the application form. Dental practices will need to put together a team to participate in 3 Learning Sessions that are 2 full days each
* Pediatric providers will train providers and also serve as a referral source for dental practices
 | All to share word of the Dental Access Collaborative with colleagues and networks to recruit for first round of collaborativeChristina to share pilot 1 flyer, online recruitment form, PDF recruitment form |
| Pilot 2 Updates | Christina:* For month of November, DPH health workers had 127 referrals, 125 contacted, scheduled appointments for 67 clients, 55 attended appointments.
* YTD data: 2745 clients referred (80% of goal), 2405 contacted (92% of goal), 1927 appointed (82% of goal), 1830 attended visit (103% of goal)
* Been looking to hire a Spanish speaking HW for the care coordination team, slow process, but moving forward. Christina will review personnel file of potential candidate with Dorothy Quan, nurse manage of CHDP

Kim:* Up and running, care coordination calls are being made
* Scheduled Motivational Interviewing training for DPH and SFUSD Health Workers and nurses on 01/18/19
* Hoping contract to be signed by end of the month to be retroactive back to beginning of the school year
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| Pilot 3 Updates | Christina: * Kristin Hoeft from UCSF will be submitting the draft focus group analysis report soon
* Will share the report with the taskforces so that they can work on their PowerPoint presentation which is a deliverable for DTI for 2018 (due 12/31/18)
* After taskforces and FG planning team reviews the draft report, they will provide feedback and comments to Kristin who will then submit a final report
* Hoping to have findings to share at the DTI convening, there will also be an ICC meeting In January where we may be sharing findings from the focus groups
 | Christina to share final FG findings report with the CC once ready |
| Pilot 4 Updates | Susan:* Pilot 4 team has trained a total of 50 providers across 11 clinics.
* Met our target of reaching 10 clinics this year.
* Had meeting 11/28, team is working on planning for 2019
* Irene and Christina working to engage with Family Health Center and Maxine Hall Health Center

Margaret:* Working on an appreciation letter for dental providers and primary care providers in Chinatown who DTI had trained in 2018
* Met target in 2018 for the small and large practices in 2018

Irene:* Working in the background of getting large health systems to get onboard that has structural challenges.
* Will revisit clinics last year and will work on another 10 practices for next year.
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| Pilot 5 Updates | Christina: * Last data pull in November for SAFHC, they were at 49% dual user rate (425 primary care visits patients, 207 also visited the dentists)
* Data shows that they likely reached their 10% RI goal (44%), there is a chance that they may also reach their 20% RI goal (50%), will find out at the end of the year
* Group has been discussing how they plan to spend incentives
* Group will continue to discuss the strategies for 2019
* In 2019, 2 more FQHCs will join pilot. SEHC and NEMS will be joining SAFHC and MNHC

Irene:* Incentives are continuous and baseline will be readjusted for 10% and 20% RI goals
* MNHC contract will be signed before end of the year
* Did not start Pilot activities until Oct 2018
* Working with a contracted dental practice within the same building. The practice originally does not accept children 0-5 yrs prior to pilot
* Did a one on one training in October for the dental clinic and they have started receiving referrals for 4-5 year olds from Primary Care clinics
* Health Center administration wanted more in-service training for the children less than 3 years old
* In process of setting up a second in-service in December to review 0-3 year olds. Show them the knee-to-knee and clinical processes
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| Data & UCSF Monitoring and Reporting Updates | Ben:* Official IRB approval received and can receive de-identified limited data set
* Team recently invested in software that would allow scanning of handwritten anonymous surveys
 | Christina to check in with Ben about MI training evaluation form for new software |
| Fiscal Updates | Beth: * We have not received semi-annual reporting template. Next DHCS call on Dec. 19th and we may receive it then.
* DHCS approved our 3 supplemental proposals essentially in full, next steps are:

 1. We submit new 2019 and 2020 budgets including expanded line items we included in proposal this week2. DHCS will send DPH amended contract to DPH 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 and invoices paid before they can be modified4. Expand the work as proposed! 5. Ensure DPH DTI project budget reflects the new contract total spending authority in the January DPH budget submission* SFUSD contract just cleared Office of Contracts Administration (OCA) today and a Purchase Order has been requested from accounting, should receive their invoice templates in 1-2 weeks
* AFL contract’s PO requested last Wednesday, Accounting created a PO in the financial system and ran into a small error in how it counted against the contract and has an FSP ticket in to resolve. PO number is likely within a day or two.
* MNHC contract also with accounting of PO, same exact FSP error occurred and that is part of same FSP ticket. Invoice templates likely in approximately one week.
* NEMS Contract – NEMS received funding notice on November 21st, meeting with them pending for contract start date of 1/1/19
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| Cavity Free SF | Margaret:* Continue to manage the Prop 56 invoices and reports for the taskforces
* Taskforces working on a media campaign going live in January 19. APA will have posters and NICOS will have radio ads
* Sepideh, dentist intern, would like to evaluate media campaign outside of the research process, trying to find out if the D10 focus group members can be interviewed as part of the evaluation
* All taskforces are meeting today to share community information and best practices
* Had a perinatal round table that Irene and Susan spoke at, summary will be sent out
* Metta fund funding consultant of strategic plan for 2020-2030, in process of hiring consultant
* Website for CFSF is almost done
* Losing 2 staff-Mayra Amador will be leaving 12/07/18, Shrimati Datta will leave in a month or 2
 | Christina to share media campaign materials from the taskforces when available with CCAll to share any information/expertise on media campaign evaluation with Margaret  |
| 2018 & 2019 DTI  | Irene:* Last meeting of the year. Thanks to everyone for attending the meetings every month.
* Slow this first year, not all pilots are up and running, but in 2019, all 5 pilots will be in, and we will have data from pilots and there will be more opportunities for collaboration between pilots

Colleen:* Expecting great interrelationship between Pilots in 2019
* How to make sure that learnings from pilot 1 can inform the other pilots

Beth:* Can model on state LDPP calls to let Pilots present on their work, can reserve 20-30 minutes on the agenda to dedicate segment to present to group
* Can share PPTs in email along with agenda

Irene:* Can have Pilot participants (e.g. Dr Ong or Dr. Stout to share their strategies if they make their 20% RI goals), or results of the focus group, or intensive learning about the Pilots.
 | All to RSVP for the DTI convening on 12/20 and register for the event  |
| Asks and Announcements | Susan: * On Thursday, will help run a conference for National Academy of Sciences and Medicine in DC on oral health and systemic health integration and the role of health literacy in conjunction with a paper put out on the role of health literacy. Will have interesting group of people coming together to discuss this topic.
 | All to ask Susan any particular question about the topic via email by Wed. |
| Next Meeting | Next meeting Monday, January 7, 2019, 3-4pm, via teleconference |  |