Coordination Committee Teleconference Notes

Date: 12/04/2017

Time: 3:00-4:00pm

In Attendance: Ben Chaffee (UCSF), Beth Neary (DPH), Christina Nip (DPH), Colleen Lampron (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** |
| Welcome and Roll Call | Margaret asked about Cavity Free SF updates and participation in the call | Christina to include Cavity Free SF updates as an agenda item in the future CC meeting agendas |
| Pilot 1 Updates | Colleen:   * Pilot 1 is a Quality Improvement learning collaborative * Talking to technical Improvement advisors * Reserved meeting spaces for 1st set of learning sessions * Waiting for contract to go through so can work on subcontracts   Irene:   * Setting up visits for 4 FQHCs in Dec and Jan to let them know about Pilot 1 * Through Pilot 5, making communications with private contractor dental provider at FQHC who don’t yet see children 0-5. Will plan a visit this month of next month. | Colleen to send Access collaborative slides/information to Christina and Irene for some talking points for their site visits to dental clinics |
| Pilot 2 Updates | Kim:   * Upcoming Motivational Interview training for all Health Workers and Nurses on 11th * Hope to start implementation in January 18 * Reviewed and looked at different guidelines * 32 registered for the MI training. CHDP Health Workers, SFUSD Health Workers, Nurses   Edith:   * Hoping to start care coordination work in January 18 * There will be an introductory training to get them started for Care Coordination work | Christina to send most updated list of attendees to Kim for her finalize SFUSD registration  Christina to send MI training info to Margaret for her to share with supervisor to invite the other Health Workers |
| Pilot 3 Updates | Prasanthi:   * Pilot 3 is Focus Groups within taskforces in city (Chinatown, Mission, District 10) * Held facilitators training to standardize data collection * Submitting research to IRB to protect participants * Chris Miller from UOP hosting IRB to send out by end of week * Finalizing all of the Focus group documents by end of this week * Hosting a follow-up call to determine logistics |  |
| Pilot 4 Updates | Susan:   * Identified area of concentration in city: Chinatown * Reached out to different AAP and APPD to look at policy level work * Group responded that they felt that it was more of a local rather than a state level * Will do more local level work to do more education in SF with SFDS and SF Medical Society * Want to put together a newsletter for state on Interprofessional collaboration, will work more on that | Christina to set up a phone meeting to bring together Margaret, Lyra and Susan to standardize curriculum  Christina to set up a meeting for Pilot 4 to work with Ben for evaluation needs. |
| Pilot 5 Updates | Irene:   * Mission Neighborhood Health Center has agreed to participating in Year 2 (2018) * Silver Avenue Health Center- Dr. Stout assistant medical director has agreed to participate in Year 2 (2018) * Setting up a meeting with SAFHC’s Dr. Stout and Dr. Siew Ong to discuss meeting * Setting up contract with Mission Neighborhood Health Center * Data for FQHC is in UDS submitted to HERSA, so there is already standardized data collection. * Work to begin in January 2018. | Christina to email Anastassia and Ben and Irene to discuss evaluation plan to standardize queries and methodologies for Pilot 5 data collection and measurement |
| UCSF Monitoring and Reporting Updates | Ben:   * UCSF can support pilots as quantitative are being generated * As pilots design evaluation to check in with Ben’s group so that he can help design instrument * And when time comes Ben’s team to support evaluation and analysis of data * Ben is working on an IRB application with UCSF * Pilot work will be exempt from Human research oversight as we will not collect identifying information * IRB application is protection for future potential publications to ensure that UCSF IRB has reviewed SF DTI LDPP | Ben to draft letter of support for UCSF IRB application and send to Irene and Christina  Ben to share a draft of IRB application to Irene and Christina |
| Fiscal Updates | Beth:   * Submitted first quarterly invoice to State. They have received it * 3 taskforce contracts have been submitted and are on the way to certification * Priority is UCSF, AFL, and SFUSD contracts * UCSF and AFL have sole source waiver under consideration * SFUSD may be MOU or contract and will be discussed in greater detail * FQHC contracts are next priority * Main budget revision will be done in Feb/Mar * May request change to Pilot and will provide more update when ready |  |
| DTI Project Staff Updates | Christina:   * Irene and I met with Rachael Kagan and got some PR advise and strategies * To do a press release/press event once project activities start * Working with DPH Tech department to set up SharePoint site for DTI project for collaboration and streamlining workflow   Irene:   * SF DTI LDPP will be presenting at the upcoming State phone meeting in December * Will be a 15 minutes presentation to discuss the DTI project | Everyone to keep DTI PR needs in mind as Pilot activities begin and think about lining up some media spokespersons for your Pilot  Christina to send out the DTI website link to everyone |
| Cavity Free SF | Margaret:   * Cavity Free SF is moving forward on their website and communications plan * Want to have updates or link up with DTI on Cavity Free SF website * Will be meeting to discuss upcoming Spring/April convening * Prop 56 funding and contracting for taskforces in progress. Taskforces will determine how to use funding | Margaret and Prasanthi to discuss DTI inclusion on Cavity Free SF website with Irene and Christina |
| Asks and Announcements | Christina:   * Will be working on the DTI Quarterly Newsletter in the future and will be reaching out to everyone for ideas and contributions   Colleen:   * Need to consider who the audience is for this Newsletter * Will be happy to contribute to the newsletter * Has a few articles that may be suitable for the newsletter   Kim:   * Can include newsletters on website   Christina:   * Pilot 1 is looking for training sites and spaces for Year 3 and 4 of the Access Collaborative that can accommodate 100-200 participants and can accommodate teams of 8 and can allow for a breakout space (smaller rooms)   Margaret:   * CHDP program changing at the State. Scope of work changing to focus on dental training to include training outreach * Want to ensure that we strategize so we are not repeating the work * Margaret has a set of curriculum that targets both medical providers and dental providers that includes Fluoride Varnish and Assessment * Need a system to organize and sequence the trainings including which practices are targeted and when | Christina to include “DTI Newsletter Development” as agenda item at next meeting  Everyone to send leads on Pilot 1 training sites and spaces to Colleen and Christina  Colleen and Margaret to discuss being a trainer for the Access Collaborative  Colleen to send her curriculum sequencing to Irene and Margaret and Christina for further discussion |
| Next Meeting | Standing meeting every first Monday from 3-4pm  Next meeting January 8th, 3-4pm | Kim to find out if Celia can join future Coordination Committee meetings |