

State of Florida Department of Health
Bureau of Family and Community Health
Healthy Start Redesign Committee (Steering Committee)
September 6, 2011

Meeting Minutes

Attendees:

Kris-Tena Albers, Florida Department of Health, Division of Family Health Services
Fred Leonard, Healthy Start Coalition of Manatee County, Inc.
Patricia McWhirter, Healthy Start Coalition of Osceola County, Inc.
Cathy Price, Florida Department of Health, Division of Family Health Services
Shelley Robertson, Robertson Consulting Group
Karen Coon, Florida Department of Health, Division of Family Health Services
Judi Vitucci, Healthy Start Coalition of Pinellas, Inc.
Jane Murphy, Healthy Start Coalition of Hillsborough County
Mary Jo Plews, Healthy Start Coalition of Hardee, Highlands, and Polk

Topic: Communication updates & tools

The one-page communication summary has been posted on the Department of Health Healthy Start page and on the FAHSC webpage. The DOH webpage also has a way to send an email to Robertson Consulting; one email has been received to date. FAHSC will direct questions to that website and/or the email account set up to respond to questions (admin@snrobertson.com).

The committee reviewed the timeline, FAQ, and the document summarizing the concerns raised at the July FAHSC meeting and proposed action steps to address each concern. Mary Jo and Cathy will be the FAQ editors. When a question is received, Shelley will draft a response and update the FAQs; Cathy and Mary Jo will then review and approve prior to dissemination.

Upon review of the concerns, the Committee provided guidance on adding questions to the FAQs regarding the cost and impact implications of evidence-based practices and the change management process. Carol Brady's presentation, Miami Trust website, Children's Board of Hillsborough County, and the Children's Services Council of Palm Beach County all have verbiage that can be adapted for these types of questions. Mary Jo will request the PowerPoint from Carol.

The timeline will be revised slightly (RFP number removed, months added) prior to distribution.

The Redesign Committee was asked to review wording on the Draft Research Review to ensure that it did not bias the reader or suggest that a particular evidence-based practice would be included. Committee members provided feedback; after changes are made, the document will be distributed to the Subject Matter Expert Committee and the Redesign Committee members.

The Redesign Committee would like to see information sent to the Subject Matter Expert Committee; this will be bundled and sent once a month with “Subject Matter Expert Committee” in the subject line.

Topic: Gathering information

The committee provided input into the draft survey to be used to collect data on local implementation. There was much discussion about the priorities identified in the service delivery plan and the actual effort. It was also noted that some of the questions should be asked for the Coalition and then for Care Coordination. Bill and Judi will review revisions and then Judi, Jane, Fred, Mary Jo, and Patty will pilot test the survey.

Topic: Any issues?

Participants next discussed any issues that are/could impact the process. The only issue raised is the impact of the waiver process. Karen and Patty will help draft an FAQ to address this issue. This issue will stay on the radar of the Redesign Committee.

Topic: Communication Message

The communication message from this meeting is as follows:

- The literature has been reviewed and summarized; this document is being disseminated to the Subject Matter Expert Committee for review and input.
- The FAQs will be available shortly for posting to the DOH Healthy Start website and the FAHSC website; there is also an option to post questions via email to admin@snrobertson.com.
- The timeline will be available shortly for dissemination and posting on the relevant websites.

The next meeting is on October 4th at 3:00 p.m.

Next steps and follow up

- Shelley to revise the one-page timeline.
- Shelley to revise the survey and when reviewed by Judi and Bill, send as a pilot to the rest of the committee.
- Shelley to revise the FAQ for approval by Mary Jo and Cathy; Patty and Karen to assist with the SOBRA question.