

Southeastern Health Collaborative (SHC)			
1.20.2016		12:30 – 1:30 p.m.	Southeastern Idaho Public Health, Pocatello
Type of Meeting:	Executive Committee Meeting		
Recorder:	Mandi Nelson		
Attended:	Dr. Bill Woodhouse, Dr. Mark Horrocks, Tracy McCulloch, Rhonda D'Amico, Allison Palmer, Mandi Nelson		
<i>SHIP Updates: Round Robin</i>			
All Attendees			
Discussion	<ul style="list-style-type: none"> <li>The PCMH practice transformation contractor, Brilljent, has delivered training materials to the public health SHIP teams and we are currently working through the materials.</li> <li>Our QI/QA Specialist, Allison Palmer went with SIPH's Heart Disease, Diabetes, and Stroke Academic Detailer, Traci Lambson, MHE, to Pocatello Children's Clinic to provide diabetes materials and resources to their office manager and care coordinators. The next clinic that they will visit to provide resources to is the Not-tsoo Gah-nee clinic in Fort Hall. Tracy explained that the Academic Detailing (AD) Programs (Heart Disease, Diabetes, &amp; Stroke, and Colorectal Cancer) are separate programs from the SHIP program, but she wants Allison to attend these meetings, because clinics do have questions about PCMH and how these resources and materials can assist them in moving towards PCMH. When SIPH, received the contract from Idaho Department of Health and Welfare for the AD programs, the State Program Managers made it clear that it was going to be very important that AD staff and SHIP staff communicate and work closely together to prevent overwhelming the clinics. Dr. Woodhouse expressed concern about including SHIP staff in Academic Detailing visits, and reiterated the importance of clearly delineating between the programs to avoid confusion.</li> <li>Mandi shared information from a Delta Dental lunch she and Allison attended on January 13, 2016. The program is a nonprofit organization that provides \$1,250 of dental care to older adults who qualify. Brochures were provided to Dr. Horrocks and Dr. Woodhouse and include eligibility and enrollment information. The brochure lists a May deadline for enrollment but the Delta Dental representative at the meeting encouraged enrollment by March because of limited availability of services.</li> <li>The letter of introduction from the SHC Executive Committee to the cohort 1 clinics was sent out on 12/30/15 after review and approval by members.</li> </ul>		
Action Items:	Person Responsible	Deadline	
N/A			
<i>Charter</i>			
Rhonda D'Amico			
Discussion	<p>A revised draft of the SHC charter was provided to the Executive Committee. Rhonda is the lead on this effort.</p> <ul style="list-style-type: none"> <li>Since the last EC meeting, the charter was carefully reviewed and revised for language consistency.</li> <li>A SHIP Project Charter was made available at the January IHC meeting. Rhonda compared the Project Charter contents to the SHC Charter draft to assure our charter is well aligned with the Project Charter. Our charter draft captured most of the deliverables and milestones outlined in the Project Charter and only minor additions were necessary.</li> <li>Rhonda pointed out that the Project Charter included a Sustainability Plan deliverable. Dr. Woodhouse feels that regional collaborative sustainability would be better addressed at the state level. We will wait for further guidance on this matter but note that the start date listed in the Project Charter as 06/2016 and completion expected by 12/2018.</li> <li>Tracy McCulloch's name was not included in the charter draft and will be added under "SHIP Staff".</li> <li>The committee approved the changes and accepted the proposed charter draft. Rhonda will submit the Southeastern Healthcare Collaborative to SHIP Project Manager, Miro Barac.</li> <li>Rhonda reported that discussions with the other public health districts and Miro Barac establish that the collaborative charters should be considered modifiable as SHIP operational details emerge.</li> </ul>		
Action Items	Person Responsible	Deadline	



Add Tracy McCulloch's name to the charter under "SHIP Staff" Ask other districts about their view of the sustainability plan. Submit Charter to Miro Barac for review	Rhonda D'Amico Rhonda D'Amico Rhonda D'Amico	February 1, 2016 May, 2016 February 7, 2016
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**SHC Meeting Schedule 2016**

Rhonda D'Amico

<b>Discussion</b>	<ul style="list-style-type: none"> <li>In the interest of setting regular meetings for the 3 tiers of the Southeastern Healthcare Collaborative, Rhonda presented a possible meeting schedule. Dr. Woodhouse recommended that we first solidify the membership and function of each tier. The Executive Committee decided on the following:             <ul style="list-style-type: none"> <li>The Executive Committee is responsible for the overall leadership and administration of the SHC and includes the Chair, Co-Chair, Public Health District Director, Community Health Director, SHIP Program Manager, SHIP QI/QA Specialist, and SHIP Administrative Assistant. Meeting frequency has not been determined but the next meeting has been scheduled for February.</li> <li>The Clinic Committee will focus on PCMH clinic transition collaboration and support. It will be comprised of representatives from the selected PCMH clinics and the SHC Executive Committee. Clinics will be encouraged to send staff members who are most closely involved with driving the transition efforts. The goal is that the Clinic Committee has a "sense of community" feel to it. Dr. Horrocks agreed to lead the Clinic Committee tier. We envision that the Clinic Committee will be self-directed but Dr. Horrocks will facilitate the meetings. Meeting frequency will be determined by tier membership once convened. The first Clinic Committee meeting will be scheduled during the two-day Learning Collaborative in Boise (March 2-3, 2016) because clinic representatives will already be there for the training. The meeting time will be set once the agenda for the Learning Collaborative is released (January 25<sup>th</sup>). The first meeting will be informal with a focus on introductions and getting to know each other. Agenda items will be determined by the needs and desires of the Clinic Committee membership.</li> <li>The Medical Health Neighborhood will be comprised of medical and non-medical stakeholders who have influence over factors that impact wellness. Specific members have yet to be identified but a brainstorming session at the SHIP Kick-Off generated a list of potential member types. (Mandi will send the list to EC members via email.) This group will function to identify gaps and opportunities for health improvement in our region and identify shared processes and follow-up protocols to improve patient outcomes and reduce re-hospitalizations and emergency room visits. This tier will meet quarterly. Dr. Horrocks stressed the importance of having meeting objectives that will generate interest/attendance and the achievement of specific goals. Dr. Woodhouse recommended that we check with other PHD SHIP Program Managers to identify who they are including in Medical Neighborhood membership. Rhonda will follow up and report back.</li> </ul> </li> </ul>
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Action Items	Person Responsible	Deadline
Develop/revise tier descriptions and send draft to EC Members for review. Identify Medical Neighborhood membership composition from other PHDs. Send brainstormed membership list generated at SHIP Kick-Off to EC members.	Rhonda D'Amico	February 10, 2016
	Rhonda D'Amico	February 10, 2016
	Mandi Nelson	February 10, 2016

**SHIP/SHC Webpage**

Rhonda D'Amico

<b>Discussion</b>	<ul style="list-style-type: none"> <li>SIPH's IT staff has created a webpage for SHIP which can be accessed at <a href="http://siphidaho.org/comhealth/ship.php">http://siphidaho.org/comhealth/ship.php</a>. EC members viewed the website and are pleased with its design and content. The webpage is used for meeting notifications and will include meeting minutes from the SHC. The page is available to the public and links to the IDHW SHIP website. The page contents will be updated and maintained by SIPH IT staff and reviewed for alignment with the Communication Plan. Rhonda requested that the Chair and Co-Chair submit a picture and bio for the page and SIPH staff will do the same.</li> </ul>
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Action Items:	Person Responsible	Deadline
Send a picture and bio to Rhonda via email.	Dr. Woodhouse and Dr. Horrocks	February 10, 2016
SIPH staff submit bios for SHIP page.	SIPH EC Members	February 10, 2016
Add pictures and bios to SHIP page	SIPH IT (Jared Hobbs)	February 15, 2016



<i>Other Business</i>		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>Required Webinar Attendance: Dr. Woodhouse and Dr. Horrocks wondered about the attendance requirements for the Learning Collaborative Webinars. It is unclear whether each clinic from the same system (Health West) will be required to have a representative attend the webinars or if a single representative from the health system can attend and inform clinics within the system. Rhonda will follow up on this question to Miro Barac and give them more details when possible.</li> <li>Briljent, the PCMH transition contractor will be assigning the QI Specialist, Allison, to conduct the PCDC PCMH-A Readiness Assessments with two (2) of our six (6) selected clinics. It is still uncertain which clinics will be chosen for the assessment. It was brought to our attention that Dr. Woodhouse and Dr. Horrocks attend meetings held at the Medical Office Building on PCMH. The next meeting is scheduled on the morning of January 21<sup>st</sup>. Dr. Woodhouse will ask if it would be applicable for some of the SHIP staff to sit in.</li> </ul>	
<b>Action Items:</b>	Person Responsible	Deadline
Ask Miro Barac about webinar attendance requirements for Health West Clinics.	Rhonda D'Amico	February 10, 2016
<i>Upcoming Events</i>		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>PCMH Learning Collaborative, Boise, March 2 and 3, 2016. An agenda is due to be sent out on January 25<sup>th</sup>.</li> <li>Idaho Oral Health Network Meeting #3, February 16, location TBD</li> </ul>	
<b>Action Items:</b>	Person Responsible	Deadline
Send out Learning Collaborate Agenda when possible to Dr. Horrocks and Dr. Woodhouse. The next Executive Committee Meeting has been scheduled for February 17 <sup>th</sup> at 12:30 p.m at Southeastern Idaho Public Health.	Rhonda D'Amico	January 29, 2016

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