

**Family-to-Family Health Information and Education Center
Collaborative Workgroup Meeting Minutes
February 27, 2006**

Members Present: Terri Henrizi (Association for Children's Mental Health), Frances Spring (Citizen's Alliance to Uphold Special Education), Janice Bach (MDCH/Genetics), Michelle Mull (MPAS), Christie Callahan (Early On Training & Technical Assistance), Terry Hunt (Michigan Developmental Disabilities Council), Gina Tremonti (CSHCS/Transition), Ruth Goorhouse (Inter-Tribal Council of Michigan), Amy Chapko (CSHCS/Insurance), Lori Goike (MDCH/CMH/Early On), Jan Cheeney (MDE), Lola Callihan (Medical Services Administration), Jackie Igafo-Te'o (Bridges4Kids), Mary Marin (PPP/F2FHIEC Project Director), and Lisa Cook-Gordon (PPP/F2FHIEC Project Manager).

Via Conference Call: Alicia Elster (New Center CMHS), Bev Crider (CHM/Family Voices), Kay Moler (Project Perform) and Marie Milkovich (MDCH/OPHP).

The meeting began with introductions and a master workgroup roster being circulated for members to correct/update contact information. Then each agenda item was discussed.

Evaluation Tool: Discussed the need to identify an evaluation for project trainings and identify someone to evaluate overall project activities.

Next Steps: Christie Callahan volunteered to share the tool the Early On Training & Technical Assistance System uses while Gina Tremonti and Bev Crider offered to search for an evaluator through Michigan State University School of Social Work and Children's Hospital of Michigan.

Database: The database is called the Beneficiary Provider Contact tracking System (BPCTS). It is the same system the Medical Services Administration (Medicaid) uses. BPCTS allows the project intake and referral coordinator to enter family data including resource needs, make electronic referrals, track referrals, and issue reports using intake, referral, and follow up. It enables the Center to link electronically with CSHCS personnel to expedite information sharing and referrals for families. Members suggested that there be system fields for each partner agency. Such fields will provide statistics regarding referrals to partner agencies.

Next Steps: F2FHIEC Staff will share system field suggestion with the database programmer.

Training Module Development: Eli Lilly has developed modules that will be used for the New Center CMHS Psycho education training. The modules for the PPP Health are being developed while the modules for the Coordinating Care in a Medical Home for Providers (Henry Ford Hospital and DeVos Hospital) and Using an Electronic Care Plan still need to be developed. Janice Bach volunteered staff to develop the module for Coordinating Care in a Medical Home by June 1, 2006.

Next Steps: F2FHIEC and Hereditary Disorder Staffs will collaborate in developing the Medical Home Module.

Trainings: A master family training schedule was developed and distributed at the meeting. Members suggested that a training brochure be developed and disseminated which offers explanations of the trainings.

Next Steps: F2FHIEC Staff will draft and forward the training brochure and dissemination plan to members for comments by March 6, 2006. Christy will share the document “A Unified System of Learning” which discusses delivering and marketing various training opportunities.

Information Development: Information related to *Transition form CSHCS* has been completed. *Accessing Health Care Coverage for Mental Health* and *Transitioning in Mental Health Systems* information and the F2FHIEC Brochure are all being developed. Members discussed having a “logo” and suggested collecting products from other state F2FHIEC to see what has already been developed. Michelle Mull suggested that all information be available in large print and Braille.

Next Steps: Lisa will request sample brochures and project logos from other states through the national F2FHIEC. PPP will have a staff person produce the accommodating information.

Emergency Preparedness Information

An Emergency Preparedness Booklet for Families of Children with Special Needs, (Modeled after Massachusetts) is being developed. Marie Milkovich reported the progress of the booklet. She received a quote for 30,000 and inquired whether the workgroup thought more should be printed. Members discussed the quantity and determined 50,000 booklets in English, 1,000 in Arabic and 1,000 in Spanish were needed. They also determined that all three should be available in PDF format. The booklets will be mailed to the 30,000 families enrolled in the CSHCS program, 20,000 will be distributed to families through the 57 ISD’s, 47 local community mental health agencies, 83 human service agencies and 45 local health departments (approximately 232 locations) in the state. She will need quantities and mailing labels for each of the locations sent electronically as soon as possible so she can get an accurate quote for the additional booklets. Her email is milkovichm@michigan.gov. Marie also requested emergency preparedness information specific to children with mental health needs. Jackie suggested materials from the Autism Society. Jan Cheeny suggested “My Life” by Lilly Books, which offers valuable information.

Next Steps: Members will forward agency mailing labels and emergency resources to Marie or Lisa.

The Michigan State Police has reserved 30,000 copies of the “Family Preparedness Guide for Families” (information for the general public related to emergency preparedness) to be distributed through the F2FHIEC. Members discussed distribution of the guide.

Next Steps: Members will provide quantities needed and mailing labels to Lisa by March 6, 2006.

Lending Library: PPP is expanding its lending library for the F2FHIEC. There is a need to know what is available through other libraries/Projects i.e. Project Perform, Genetics Resource Center, Early On Training and Technical Assistance, Early On Public Awareness, CAUSE, Children’s Hospital etc. It would be helpful to obtain sample brochures from partner agencies to share with families. Project Perform has disseminated various materials to the HIEC. Terri Henrizi shared ACMH materials at the meeting.

Next Steps: Partners are asked to send brochures and other informational materials they would like to share to:

F2FHIEC
Cadillac Place 3056 W. Grand Blvd
Suite 3-350
Detroit, MI 48202-6003

Coordinated Outreach Products: ACMH, CAUSE and New Center CMHS wrote articles that are included in the March Heart-to-Heart Newsletter. Mary Marin offered to add every workgroup member to the Heart-to-Heart mailing list. PPP will begin to submit to the DD Council's Monday Update Newsletter and the Council will begin to submit articles to Heart-to-Heart. PPP will also submit articles to the CAUSE Newsletter. ACMH, Bridges 4 Kids, CAUSE and the New Center CMH have also posted information announcing the F2FHIEC on their websites. One member suggested that all workgroup members receive resource information that is shared with the grantees i.e. the National F2F Newsletter. Others agreed that the information would be useful.

Next Steps: PPP will add collaborative workgroup members to the newsletter mailing list and begin to share articles with the DD Council and CAUSE on a regular basis. The DD Council and CAUSE will reciprocate. Workgroup members will also be added to the web resource mailings.

Web Based Linkages: ACMH, CAUSE and New Center have added linkage to/from the respective sites. Workgroup members asked for a list of all of the web addresses so they too can make linkages.

Next Steps: F2FHIEC will compile and disseminate a list of web site addresses by March 6, 2006.

On-Line Training Modules: The Parent Participation Program Family Support Parent Training is being added to the CSHCS on-line training course. Due to the cost, alternatives for adding other modules (health care resource, public health insurance options, medical home, CSHCS Transition, Accessing Health Care Coverage for Mental Health and Helping Families Transition in Mental Health Systems) are being sought.

Next Steps: F2FHIEC will explore placing the modules on the web instead of incorporating them into the on-line course.

Web Site Development: The F2FHIEC Website still needs to be developed. The site will be the virtual center of information for families with access to the Internet. Training schedules, training modules, project information, outreach products and linkages to partner agencies will all be accessible through the site.

Next Steps: CSHCS has volunteered a staff person to develop the site as an in-kind contribution. Jackie Igafo-Te'o offered to assist the staff person.

Next Meeting

June 12, 2006 from 10 am – 12 pm at the CAUSE Building