

**Family-to-Family Health Information and Education Center
Collaborative Workgroup Meeting Minutes
September 11, 2006**

Members Christy Callahan (Early On Training & Technical Assistance), Mary Surmeyer (CAUSE), Lori Irish for Sherri Falvay (MDCH/Children's Mental Health), Tammy Sullivan (MSU Extension), Terri Henrizi (ACMH), Jackie Igafo-Te'o, Mary Marin (PPP/F2FHIEC Project Director) and Lisa Cook-Gordon (PPP/F2F HIEC Project Manager).

Via Conference Call: Kay Molar (Project Perform), Ruth Goorhouse (Inter-tribal Council of Michigan) and Alicia Elster (New Center Community Mental Health).

Welcome/Introductions:

The minutes from the June 11, 2006 meeting were approved. F2FHIEC informed members of the name change for the Parent Participation Program to the Family Center for Children and Youth with Special Health Care Needs (FCCYSHCN) to be effective October 1, 2006.

Follow-up from Minutes

Evaluation: Esther Onaga from Michigan State University Institute for Children, Youth and Families and has been selected to conduct project evaluation. Instruments were discussed and disseminated to training partners. CAUSE currently works with Esther on training evaluation/follow-up.

Next Steps: ACMH will share tool with its evaluator and inquire to whether follow-up has already been done or should be done by F2FHIEC. ACMH will contact F2FHIEC regarding follow-up procedures. A copy of ACMH instruments will be shared with Sherri Falvay. F2FHIEC staff will conduct follow-up with 2005 -06 training Health/Education and Health Resource Support Parent Training (HRSPT) participants. Results will be shared at the next workgroup meeting. New Center will forward training materials to Lisa to have evaluation developed for 2006 -07 trainings.

Database: PPP staff has received training on how to operate the BPCT. It will become operational on October 1, 2006.

Next Steps: Begin documenting every phone call that comes into the Family Phone Line and share partner referral data with members on a quarterly basis.

Training Module Development: The "Using an Electronic Care Plan" module has been finalized and is being used with physicians at Henry Ford Health System. The "Coordinating Care in a Medical Home" module will be finalized on September 26, 2006 and used with physicians at Spectrum Health System.

Members revisited adding other training series modules to the HRSPT Booklets (i.e. "How to Access Mental Health Services for Your Child Using Public or Private Health Care Coverage", "Will Your Teen be Ready for Adult Life", and the CAUSE module

presented as part of the Health/Education Training which discusses and special education laws and rules, and IFSP and IEP Processes). The decision was made not to adapt modules for inclusion in the booklets. Training materials will be added to the booklets and distributed only to workgroup members. Booklets will be distributed to training participants “as is”.

Next Steps: Distribute HRSPT booklets at the next workgroup meeting.

Trainings: 2006- 07 Training Brochures, flyers, and grids were shared. Information will be distributed to over 400 local agencies this week. The brochure will be available on the website when it becomes operational.

Next Steps: Distribute training information by mail to members not in attendance.

Information Development:

The public awareness committee met on August 17, 2006 to discuss activities for the F2FHIEC including the development of a project brochure, a dissemination plan for project materials, a public insurance options (Healthy Kids, MICHild, Moms Program, Dental, MSS/ISS) publication and a Healthy Kids Watch Me Grow Calendar page. All are in the process of being developed.

Sample formats for the public insurance options were shared. The wheel format was determined not practical. The stair step and pocket guide concept were favored. Suggestions were made to rank order health insurance programs from general to severe instead of listing them alphabetically. The information will be more appealing to the general public. A family review group will be organized

Next Steps: Draft public insurance option items will be disseminated to all members for review. F2FHIEC staff will organize a family review group as well as work with Lola Callahan (MSA) and Tammy Sullivan (MSU) on the Healthy Kids Watch Me Grow Page. Staff will revise and incorporate the F2FHIEC into the FCCYSHCN page. Tammy will get information to various program representatives regarding Watch Me Grow Calendar revision process.

Emergency Preparedness Information: The Emergency Preparedness Booklet for Families of Children with Special Needs (modeled after Massachusetts booklet) will be sent to print this week and ready for distribution after October 1, 2006.

Next Steps: F2FHIEC will coordinate the distribution of booklets to families enrolled in the Children’s Special Health Care Services Program and local agencies.

On-Line Training Modules: Project staff has coordinated activities with MDCH staff to have training modules for the Health/Education and HRSPT series placed online using Breeze. Breeze is a web conferencing software that enables learning. Browsers will view training modules as they hear them presented. HRSPT presenters will be doing

voiceovers on September 12th and 13th. The health/education and ACMH presentations have been slotted for September 15 and 18, 2006.

The Family Support Network Training Module is being finalized and on-line October 1, 2006. The module will be offered as part of MiHealth training at:
<http://training.mihealth.org/>

Next Steps: CAUSE and ACMH will contact Lisa to schedule their presentations. Breeze presentations will be linked to F2FHIEC website.

Website Development: Members discussed the website and made suggestions:

- Add 1-800-EarlyOn.org to the list under Early Intervention w/short blurb
- Moved Bridges4Kids NewsDigest from listservs to newsletters
- Add New Center's newsletter to newsletters
- Remove Early On's professional listserv from listservs
- Include short blurb for each link provided
- Change name of Parent Training Opportunities Section to Training Opportunities
- Include an interactive website evaluation that asks demographic information similar to the survey used on the parent-to-parent site.

Next Steps: Changes/additions will be made to the website. Members are asked to review at: <http://www.bridges4kids.org/f2f> and provide comments. The goal is promote the site in two months.

Next Workgroup Meeting: December 13, 2006 from 10 am – 12 pm at the CAUSE Building.