

**County of Sacramento DHHS / PHS
Health Care for the Homeless Co-Applicant Board (HCHCAB)**

Meeting Minutes

Special Meeting

March 2, 2015, 1:00 PM - 2:30 PM

Meeting Location

Special Meeting Location

4600 Broadway, Conference Room 2020

Sacramento, CA 95820

Sacramento County, DHHS, Division of Primary Health Services, Healthcare for the Homeless website link:

<http://www.dhhs.saccounty.net/PRI/Pages/HCH%20Co-App/Health-Care-for-the-Homeless.aspx>

x = Present

CO-APPLICANT BOARD MEMBERS		GUESTS	
x	Paula Lomazzi, Chair	x	AAaron Washington
x	Mike Blain, Co-Chair	x	Sally Ooms
x	Latisha Daniels	x	Roger Xiong
x	Rebecca Hahn	x	Marty Keale
	Shavinder Sanga, RN - <i>excused</i>		COUNTY DHHS STAFF
x	Maria Respall	x	Marcia Jo – HCH Project Director
	Vacant - Homeless/Formerly Homeless	x	Nicole Cable – MCLF Program Coordinator
	Vacant - Homeless/Formerly Homeless	x	Karen Giordano – Staff Planner
	Vacant - Community Member		

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Topic	Minutes
Special Meeting Welcome, Introductions	Paula Lomazzi, Chair, called the meeting to order, welcomed participants, reviewed the agenda and focus topics for today's discussion, and facilitated introductions. A quorum was established
Policies and Procedures, Program Scope of Project and Budget Review, Discussion and Approval	<p>Marcia Jo facilitated the overview and discussion of the Policies and Procedures (P&Ps) and Health Resources and Services Administration (HRSA) Forms 5A and 5B and Program Budget.</p> <p>See P&P 03-06, P&P 04-10, P&P 08-14, Health Care for the Homeless (HCH) Scope of Project (Forms 5A and 5B) and Program Budget – available on website under 2015 Meeting Materials.</p> <p>Documents for review and recommendation to approve:</p> <ul style="list-style-type: none"> – P&P 03-06 Referral Management – Medical Home – P&P 04-10 Care Coordination – P&P 08-14 Documentation – HCH Scope of Project HRSA Forms 5A and 5B – Program Budget <p><u>P&P 03-06 Referral Management – Medical Home:</u> HRSA site visit requested information on how the health center manages referrals. The group reviewed the P&P which outlines Sacramento County's referral management process for the medical home. The medical home provides comprehensive services to approximately 2,000 individuals. When patients need care outside of the medical home, there is a team of seven staff members who process and coordinate the care for approximately 400 referrals a month. Members unanimously approved P&P 03-06.</p> <p>Marcia noted that the PHN Health Navigators will sometimes assist finding a person who has an important medical appointment or needs critical follow-up.</p> <p>Marty Keale noted other community navigators may be a resource. He will continue to update the Board.</p> <p>Maria Respall reported that Transitional Living and Community Support, Inc. (TLCS) has a navigator/outreach specialist who works in the community currently. They will have 21 navigators throughout Sacramento at all hospitals, jail and Loaves and Fishes starting July 1, 2015. She will continue to update the Board.</p> <p><u>P&P 04-10 Care Coordination:</u> The group reviewed and discussed the P&P which describes the coordination of care process that occurs when a hospital or the health plan notify the medical home of a patient discharged from the hospital/Emergency Department. The Board unanimously approved the P&P 04-10.</p>

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<p>Policies and Procedures, Program Scope of Project and Budget Review Discussion and Approval</p>	<p>Paula Lomazzi questioned the policy regarding appointments versus drop in at the clinic sites. She wants to ensure that all patients get a health screening. Marcia Jo agreed to share policy guidance.</p> <p><u>P&P 08-14 Documentation:</u> HRA site visit requested information on documentation for individuals served by the Program. All clinical services provided by the Program are documented and entered into the Electronic Medical Record and meets required clinical and billing standards. The group discussed the difference between a clinical service and public health encounter. Audits of progress notes and billing claims are done regularly. The Board unanimously approved the P&P 08-14.</p> <p><u>HRSA Forms 5A and 5B:</u> Forms 5A and 5B are required HRSA documents that are completed by all Federally Qualified Health Centers. All enrollees are provided comprehensive services that are required by HRSA outlined in the first table. These services are provided directly by the Program (Column 1), formally contracted outside of the program and paid for the program (Column 2) and formally contracted outside of the program and paid for by the health plan (Column 3). Additional services provided by the Program include: Mental Health Services, Substance Abuse Services, Clinical Pharmacy and Psychiatry which are noted in table two of Form 5A.</p> <p>Form 5B outlines the two locations of the Program: Sacramento County Primary Care Center, 4600 Broadway, Sacramento, CA 95820 and Mercy Clinic Loaves and Fishes, 1321 N. C Street, Sacramento, CA 95811. The sites where homeless outreach occurs are no longer listed on this form. The Board unanimously approved the Forms 5A and 5B Program Scope of Project and Site Locations.</p> <p><u>Program Budget:</u> The group reviewed the Program Budget, totaling \$6,091,931, with \$1,038,395 from HRSA federal grant and \$5,053,536 from non-federal sources.</p> <p>Rebecca Hahn inquired about how much money is allocated to taxi vouchers for homeless individuals. Aaron Washington suggested reviewing the actuals spent on taxi vouchers versus allocation for taxi vouchers for 2014. Marty Keale asked about the staffing detail.</p> <p>The Program Budget, staffing detail and contract attachment will be reviewed during the next meeting along with current expenditure totals on client transportation. No action taken on this item.</p>

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Mission Statement Revision and Medi-Cal Essential Benefits	<p>Paula Lomazzi suggested reviewing the Mission Statement and Review Medical Essential Benefits next meeting due to insufficient time. All Board members agreed.</p> <p>Paula Lomazzi facilitated the discussion about changing the meeting location. All board members agreed that continued efforts need to be made to engage patients in participation in the HCHCAB meetings. Next meeting will be held at Delany Center, Loaves and Fishes. No decision was made about a permanent location to hold meetings.</p> <p>Board members were provided a tour of the primary care integrated behavioral health medical home.</p>
Adjourned	<p>Paula Lomazzi thanked participants for attending the meeting today. Meeting was adjourned. Next meeting scheduled March 20, 2015, 9:30 am – 10:30 am at Delany Center, Loaves and Fishes, 401 North 12th Street, First Floor Board Room, Sacramento.</p>