**AGENDA**

**Meeting Attendees Organization**

Ms. Karla BlaineTAMP/Brazos Valley Care Coordination Program

Ms. Cynthia Peterson Tri-County Services

Ms. Bridget Marburger (via teleconference) Huntsville Memorial Hospital

Mr. Andrew Karrer Montgomery County Public Health District Mr. Michael Smith Conroe Regional Medical Center/ Kingwood Medical

Ms. Doris Howell Texas A&M Health Science Center

Ms. Lynn Yeager The Prenatal Clinic

Mr. Ryan Pekarek Texas A&M Physicians

Ms. Morenike Aboaba Brazos Valley Area Agency on Aging

Ms. Liz Dickey Health For All

Ms. Angie Alaniz Texas A&M Health Science Center

Ms. Shayna Spurlin Texas A&M Health Science Center

Ms. Avery Schulze Texas A&M Health Science Center

1. **Welcome and Introductions**

*Shayna Spurlin, RHP 17 Anchor Team*

1. **Update on Cohort Goals and Aims**

*Shayna Spurlin, RHP 17 Anchor Team*

* 1. Review Initial Goals – Referrals/Improved Communication

Ms. Spurlin explained to participants that both RHP 17 Cohort Groups (Primary Care & Behavioral Health and Care Transitions & Navigation) have decided on similar initial goals and aims. These initial goals include increased communication among participants and providers, increased collaboration, and the creation of a regional resource/referral guide. Ms. Spurlin proposes that to accomplish the initial goals and aims, the two cohort groups merge into one regional cohort group. This will reduce the time and travel burden of participation for those members that have participated in both groups and prevent the duplication of effort.

* 1. Discuss Proposed New Format

The two RHP 17 cohort groups will combine into a single cohort group to complete the regional resource guide. Going forward, after the resource guide is completed, the cohort group can be used as a forum through which to discuss topics relevant to Waiver Extension/Renewal. Ms. Spurlin reminded the group that CMS has been pushing for projects to better align with Medicaid Managed Care, and cohort group meetings could be a place for collaborative discussions among providers to accomplish this goal. Meetings also could be used to map out the ideal system of care for RHP 17 and to discuss possible regional initiatives to present to CMS.

* 1. Review Minutes and Action Steps from Past Meetings

1. **Discuss format for Referral/Resource Guide**

*Group discussion facilitated by Anchor Team and led by Karla Blaine & Cynthia Peterson*

* 1. Review Draft Template for Resource Guide Data Collection

The draft data collection spreadsheet was shared with participants. Ms. Blaine and Ms. Peterson worked collaboratively to create the data collection spreadsheet, including sections for relevant project information based on previous resource information collection and utilization experiences. Ms. Peterson and Ms. Blaine presented project examples to the group and opened it to the group for comments. Ms. Aboaba suggested adding a section that describes how the referral process works for that particular resource. Ms. Spurlin suggested that coverage type information is included under eligibility.

Ms. Yeager asked how patients will get contact information from the resource in the referral guide and suggested that a photocopied list of resources that the discharge personnel can quickly circle the referral and give to the patient would be cost effective and quick to use. Ms. Spurlin added that if the list of resources was short enough, the referral information could be built into the organization’s EHR and automatically printed on discharge paperwork. Also, referral sources for getting the patient from point A to point B must be a quicker abbreviated list and process, while the process for point B to Point C can be longer. Ms. Spurlin suggested that the group’s next meeting could focus on shaping the resource guide for the point A to point B, hospital discharge process.

* 1. Review Proposed Tool for Electronic Resource Guide

RHP 6 created an interactive tool to disseminate information on Region 6 DSRIP projects. The tool is interactive and a macro-enabled PowerPoint. The tool requires layers of slides to hyperlink through, but is cost effective and easy to update. Ms. Blaine has employed a practicum student to build the interactive referral guide for the RHP Cohort Group using Region 6’s tool as a template. In the interactive guide, referral programs could be searched by county, services needed, or provider. Each resource can have a slide of contact information, links to eligibility documents, and link to website. The interactive resource guide is a link, so it could be shared with community partners or on an organization’s website.

Ms. Spurlin proposed that the interactive resource guide initially only include the cohort group participant’s services and then is expanded to community partners. Ms. Dickey suggests that all resources included will have to commit to keeping the information included in the guide current and accurate.

* 1. Outline Next Steps in Guide Development Process

The group members will send any final comments on the data collection spreadsheet to the RHP Anchor Team ASAP. Once finalized, the data collection spreadsheet will be disseminated to the group, who will fill in the information and return to the RHP 17 Anchor Team by June 5th. A voluntary work group will meet once in the last week of May and once in the first week of June to map out content for the interactive resource guide. The RHP 17 Anchor team will send out a Doodle survey to determine dates and times of the voluntary workgroup sessions.

1. **Identify Standard Meeting Day & Time**

*Group discussion led by Anchor Team*

A standard meeting day and time will allow participants to plan around meetings. The group tentatively decided on the third Thursday of the month from 9:30-11:30 am to hold standard cohort meetings.

1. **Wrap-Up and Action Steps**

*Group discussion led by Anchor Team*

* 1. Review New Tasks and Next Steps
  2. Designate Cohort Members Responsible for Each Task

Participants are responsible for filling in the data collection spreadsheet and returning to the Anchor Team. The Anchor Team will coordinate the voluntary work group and next meeting.

***Please be prepared to actively listen and contribute to development of this group involving providers and community partners in the region who seek to positively impact patient care, improve services and access, and strengthen the Region 17 health system infrastructure through collaboration and sharing of multiple perspectives across the spectrum of healthcare.***