

**Health Home Assignment and Referral Subcommittee Call Minutes**

Monday, September 9, 2013

12:30– 1:30 PM

**Attendees:** Danika Mills, Jim Dolan, Joseph Todora, Kevin Muir, Lena Johnson, Matthew Bastien, Shawna Craigmile, Madeline River, Darcie Miller, Kenza Martin, Nicole Brewington, Kelly Haskin-Tenenini; Rob Puccio; Christopher Rambo, Alfred Volo, Pat Lincourt

**Unable to Attend:** Neil Pessin, Hyunsook Song, Julie Notaro, Peggy Leonard

**Recorder:** Lena Johnson

**Meeting Called to Order:** 12:32 PM

Agenda Item	Discussion
<b>Approval of 07/15/13 and 08/26/13 minutes</b>	Approved
<b>Review Draft of Upward Enrollment Form</b>	<p>As discussed and agreed upon on 08/26 call, the group would develop a standardized form as a recommendation to all HHs and CMAs when conducting upward enrollment. Kevin drafted a copy using the template provided by Madeline and added the following items at the request of the group:</p> <ul style="list-style-type: none"> <li>- Disclaimer</li> <li>- Consent</li> <li>- AOT under referral criteria</li> </ul> <p>The local LGUs suggested adding "complete SPOA application" under the SMI criteria check box. Adding "Enhanced Services" and "ACT Services" checkbox was also requested. Dr. Jim Dolan informed the group that the process currently in place in Nassau County is working very well. It was reiterated that this standard referral recommendation is not intended to replace any current processes, but rather assist when there is no formal referral process available.</p>
<b>Tracking Recommendations and Best Practices</b>	<p>In an effort to increase the accuracy of the information utilized from the Health Commerce Portal Lena and Danika drafted the following tracking recommendations and best practices for Health Homes to comply with:</p> <ul style="list-style-type: none"> <li>• Health Homes shall submit ADD/CHANGE records no later than 30 days in which Outreach/Enrollment segment began/ended.</li> <li>• Health Homes shall submit CHANGE records for disenrollment no later than 14 days in which enrollment segment ended.</li> <li>• Health Homes submit upward enrollment referrals on the 15<sup>th</sup> and 30<sup>th</sup> of each month.</li> </ul> <p>The group agreed to all, but the referral frequency.</p>
<b>Confirming eligibility</b>	<p>As mentioned on 08/26 call there are concerns about bringing on new clients when we are not sure if they are eligible. The group agreed to develop a master list that includes all exclusion and exception codes that would make a member ineligible for Health Home.</p>

*The meeting adjourned at 1:35 p.m.*