

**Fetal and Infant Mortality Review
Conference Call Minutes
December 12, 2007**

Next FIMR Call:

March 26, 2008, 9:30 a.m. -10:30 a.m.

Toll-free Number: 1-888-808-6959

Conference Code: 0281037

Facilitator: Louise Jones

Recorder: Chris LeClair

Attendees:

FIMR Sites and Support	Present
Northeast Florida Healthy Start Coalition, Inc.	
Bay, Franklin, Gulf Healthy Start Coalition, Inc.	X
Broward Healthy Start Coalition, Inc.	X
Chipola Healthy Start	X
Healthy Start Coalition of Miami-Dade, Inc.	
Escambia County Healthy Start Coalition, Inc.	X
Healthy Start Coalition of Flagler and Volusia Counties, Inc.	X
Healthy Start Coalition of Hardee/Highlands/Polk Counties, Inc.	X
Capital Area Healthy Start Coalition, Inc.	X
Healthy Start Coalition of Pinellas County, Inc.	X
Healthy Start Coalition of Sarasota County, Inc.	
Jason Stamm, BASINET Technical Assistance	
Dani Noell, FIMR Technical Assistance	X

Headquarter Attendees: Louise Jones, Mike Mason, Chris LeClair

1. Status of Updated HIPPA Letter – Mike Mason

As the letter was undergoing one final review by the DOH attorney and security officer, it was deemed necessary to make several minor revisions. Some of the wording of the letter was changed, along with updated statute references. The letter is now being routed for signature by the Surgeon General, and should be finalized this month.

Dani Noell asked whether the date on the letter would reflect the actual date which the Surgeon General signs it. Mike Mason states that the letter will reflect the date of signature. Dani Noell also recommended that the signature should be dark enough to allow for the signature to be visible when the letter is copied.

Tracy of Bay, Franklin, Gulf Healthy Start Coalition asked if the letter should be redistributed to the providers. Mike Mason stated that the letter will be given to the coalitions and will be

available on the DOH website. He believes that redistributing the updated letter is a good idea.

2. Black Infant Health Project Initiative – Mike Mason

Mike Mason explained that this project must be implemented by January 1, 2008. In accordance with the legislative intent of addressing racial disparities, the Department of Health (DOH) was able to provide direct awards for this project. The eight participating counties for this project are Miami-Dade, Broward, Duval, Orange, Palm Beach, Hillsborough, Gadsden, and Putnam. This represents six large counties and two small counties. The DOH has contracted with two universities, FAMU and the University of South Florida (USF) to provide the guidelines for this project. FAMU will develop the qualitative requirements for these projects, and USF will develop the quantitative requirements. The steering committee involved in the development of these projects includes the DOH, federal Healthy Start Coalitions, and state Healthy Start Coalitions (HSC).

3. Basinet Update/Questions – Jason Stamm was not available.

4. FIMR Process – Dani Noell

Dani Noell stated that there has been “a lot of action” in the represented communities. She mentioned that Broward recently held a “Memory Lane” event as part of its community outreach. Dani noted, per communication with the projects, FIMR abstracting is going very well. She acknowledged that reviewing electronic records and doing direct data entry can be very difficult and reminded everyone to take a break periodically to rest their eyes. There was a question about if a baby is transferred to another county, if an agreement could be set up between counties to abstract the out of county records. This can be explored at the county levels with adherence to HIPAA guidelines. Additionally, per communication with the projects, the number of maternal interviews is increasing. Per Dani, Laura Lee, of Duval HSC stated their recent interview rate was very successful, with 10 out of 11 interviews completed by case managers. Requests for examples of interview experiences were requested. Dani will contact Kathy Buckley at NFIMR about this recommendation. There was also discussion regarding CRT issues. Dani stated maintaining group diversity and community representation on the team is important. Using group facilitation measures can help ensure team members equal time to discuss issues. Maintaining confidentiality and de-identified dialogue are crucial to the success of the projects. Dani noted it is sometimes helpful to give the team an opportunity to evaluate and comment on their FIMR experience. On page 66 of the NFIMR manual (1998), is a tool that can be used or modified for this.

5. Questions and Comments

The group appreciates the technical assistance that they have been receiving via email, between the quarterly conference calls.

There was quite a bit of discussion regarding the late receipt of death certificates. Some stated that it can take up to six months to receive these. By the time that the letter can be sent out, the person has moved. A suggestion was made to double check with the Office of Vital Statistics (OVS). Holly Parker of the Healthy Start Coalition of Hardee/Highlands/Polk Counties, Inc. stated that if the death occurred in one of their counties, that there is a “huge delay” in getting the death certificate. Often the local county health departments (CHDs) hold the death certificates while they are waiting for additional information. It was emphasized that

the death certificate does not need to be complete, but it must be received in order to begin the FIMR review process. It was also emphasized that this should be approached as a community process, and that it is important to be diplomatic with everyone involved. It is also a good idea to include the local CHDs and the OVS. Leslie Pierce of the Flagler-Volusia HSC stated that both CHDs are on the CRT, and thus she has a very good relationship with both. Accordingly, these counties are not experiencing any delays in getting death certificates. Lastly, some of the information on the death certificates has been incorrect, and then that "bad" information is entered into the Bassinet system which further taints the process.

Mike Mason reminded that confidentiality must be maintained during any discussion regarding any death certificate. All information must be de-identified.

Louise Jones reminded attendees of the website, FloridasHealth.com, which provides valuable information, including past FIMR call minutes, the revised letter, etc. Dani mentioned that the National Fetal and Infant Mortality Review Program (NFIMR) is in process of Beta testing its updated abstracting tools/software. To participate in this FIMR projects can contact Kathy Buckley at NFIMR.

CL/dm