



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

**Fetal and Infant Mortality Review (FIMR)
Conference Call Minutes
June 23, 2010**

Toll-free number: (888) 808-6959
Conference Code: 0281037

Facilitator: Louise Jones
Recorder: Christiane LeClair

Attendance:

FIMR Sites and Support	Present
Northeast Florida Healthy Start Coalition, Inc.	
Bay, Franklin, Gulf Healthy Start Coalition, Inc.	
Broward Healthy Start Coalition, Inc.	X
Chipola Healthy Start	X
Healthy Start Coalition of Miami-Dade, Inc.	X
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.	
Healthy Start Coalition of Sarasota County, Inc.	
Jason Stamm, BASINET Technical Assistance	X
Linda Clarke, Osceola CHD	X
Karlette Peck, St. Lucie CHD	X
Joyce Pellar, Seminole CHD	X

Department of Health Attendees:

Melba M. Hawkins-Littles, Christiane LeClair, Adam Reeves, Marcia Thomas-Simmons, Louise Jones, and Christine Rogers of the Infant, Maternal, and Reproductive Health Unit.

Welcome – Louise Jones, Facilitator:

Ms. Louise Jones welcomed all to the quarterly Fetal and Infant Mortality Review (FIMR) conference call. The only topic submitted for the agenda was regarding the ability to e-mail FIMR cases to the committee members prior to the Case Review Team (CRT) meeting. We are going to use this time to gather as much information as possible regarding this issue. No decision will be made during the call, but the information will be submitted for departmental review and consideration.

Topic:

Discussion regarding e-mailing cases prior to CRT meetings – Leslie Pearce/ Healthy Start Coalition of Flagler and Volusia Counties, Inc.

There is a desire to be able to provide the cases to the members of the CRT prior to the meetings. This would enable the members to review the cases prior to the meeting in an effort to save time at the meetings and enable the group to have more time to spend in discussing and addressing the issues regarding each case. Everyone is in agreement that confidentiality is a paramount concern, so it must be done in a manner that ensures confidentiality.

The Pregnancy-Associated Mortality Review (PAMR) accomplishes this by sending their cases out to team members via Federal Express Standard Overnight Mail approximately one week prior to the PAMR meeting. An e-mail notification is sent to the team members on the day that the cases are shipped with instructions to contact the sender in the instance their cases do not arrive so that the package can be tracked. Members who are unable to attend the PAMR meeting are asked to ship the cases back to the sender in the same manner. The members who attend the PAMR meeting turn in all copies of cases at the meeting.

This system is not realistic for many FIMR projects because of the costs involved in the shipping process.

Is there a way to e-mail the cases to team members that ensures confidentiality?

Mr. Jason Stamm suggested Adobe Acrobat Professional may be a cost-effective program that often meets confidentiality requirements. According to Jason, Adobe Acrobat Professional version 6 and higher (9 is recommended) has security settings which use complex passwords to block printing, editing, and copying. While these settings do not block forwarding or saving the document, the password cannot be removed by the recipient. This means that the document will remain password protected even if it is forwarded and/or saved. There is currently no way to track if the document was archived, forwarded, or destroyed. With respect to the distribution of passwords, Jason recommends that FIMR coordinators have CRT members call to get the document password for each meeting.

There was also a question regarding permission for the members of the committee to be able to view the case on the Baby Abstracting System and Information NETwork (BASINET). Jason's response is that it is possible to allow CRT members access to BASINET case summaries; however, this would require programming and user management, incurring additional charges to the GO BEYOND LLC (GO BEYOND).

Information Sharing /Questions and Answers – All

Ms. Tamara Taitt of the Healthy Start Coalition of Miami-Dade, Inc. shared that the Miami-Dade County community has been awarded a Federal Health Resources and Services Administration

(HRSA), Department of Health and Human Services (DHHS), Healthy Start Program Grant. They were the only new funded project in the nation! It is a highly competitive process. This grant, the Jasmine Project, represents a partnership between the University of Miami's Starting Early Starting Smart (SESS) Program and the Healthy Start Coalition of Miami-Dade. The five-year federal grant will be targeting three zip codes (33055, 33054, and 33167) in the north corridor of Miami-Dade County where the project area's average Black infant mortality rate (infants who die during the first year of life) was 12.9 deaths per 1,000 live births compared to a rate of 5.8 White infants in the same zip codes. The project joins a small group of 103 nationally-funded projects and five in the State of Florida.

Ms. Linda Clarke, with the Osceola County Health Department (an unfunded FIMR project), is working on their very first annual report for FIMR activities and asked for examples of FIMR annual reports. Several participants agreed to provide Linda with the information.

Mr. Jason Stamm was asked if suggestions could still be made regarding BASINET. Jason stated GO BEYOND will be addressing these issues during the July Florida Association of Healthy Start Coalitions (FAHSC) meeting. They plan to meet with the FAHSC Data Committee to discuss how to coordinate and prioritize the overwhelming number of requests for changes and enhancements of BASINET.

Ms. Louise Jones reminded participants to look at the announcement from the National Fetal and Infant Mortality Review (NFIMR) regarding the 3rd FIMR/HIV Prevention Methodology RFA Available. It was attached to the e-mail with the agenda for today's call.

Closing remarks – Louise Jones

Louise thanked the group for their participation on the call and for the very important work they do on behalf of families in Florida.

Next Call – Louise Jones

Please mark your calendars; our next call is on Wednesday, September 22, 2010 at 9:30 a.m. eastern time.

LJ/es