

State of Florida Department of Health
 Division of Family Health Services, Bureau of Family and Community Health
Contract: COH8T, Healthy Start Redesign Planning
 Quarterly Status Report
 Date: December 21, 2011

Timeframe covered: October 1, 2011 through December 31, 2011

Report of planned and completed tasks for the time period:

Task	Status
Conduct meeting of committee(s)	<p>Redesign (Steering) Committee meetings held October 4 and December 6, 2011.</p> <p>Subject Matter Expert Committee meetings held October 20, November 4, November 17, December 2, and December 15, 2011.</p>
Engage other stakeholders	<p>Healthy Start Stakeholders were encouraged to participate in public meetings; additional stakeholders were engaged at the November 14, 2011 Florida Association of Healthy Start Coalition (FAHSC) meeting.</p>
Develop a survey to solicit information from Healthy Start Coalitions	<p>A survey was administered to Healthy Start Coalitions to gather data on local practice; results were presented at the November 14, 2011 FAHSC meeting and will be used to help guide the redesign process.</p>
Prepare Task 7: Proposal that redesigns the provision of Healthy Start services	<p>A proposal outline has been prepared and draft sections are being completed, for example, the background and introduction.</p> <p>A plan for how the proposal will be developed has also been prepared; that plan identifies input to be provided by Subject Matter Expert Committee members and other stakeholders as well as a process to distribute the draft proposal for comment. Please see page 2 and page 3 of this report for information on the input being provided by the Subject Matter Expert Committee members.</p>

Meetings held and consultation with stakeholders:

During this period, there were three stakeholder groups consulted, including the members of the Redesign Committee (Steering Committee), the Subject Matter Experts, and FAHSC attendees. In addition, members of the public are welcome to attend Redesign (Steering) and Subject Matter Expert committee calls; members of the public have attended Subject Matter Expert calls and have provided comments.

The **Redesign (Steering) Committee members** were engaged through two committee meetings as described below.

- At the October 4, 2011 meeting, members discussed that future meetings will be posted and the public can listen in and will have an opportunity to provide public comment; worked on the survey to gather information on local implementation of the Healthy Start program; and planned for obtaining input during the November 2011 FAHSC meeting.
- At the December 6, 2011 meeting, members reported on additions to the communications strategies used and clarified the Sunshine Law provision. Members also clarified the relative roles of the two committees and how content decisions would be made.
- In addition, Dr. Robertson communicated with committee members via email and phone, for example, providing meeting summaries or asking for input on specific topics determined during committee meetings (FAQ, survey, etc.).

Subject Matter Experts were engaged through five committee meetings and through providing structured input as described below. The process includes both conference call meetings and structured input via a web-based instrument so that participation is not limited by availability and to allow committee members to discuss upcoming issues with other stakeholders and partners.

- On the October 20, 2011 call, members identified their decision-making criteria for the redesign framework, reviewed the statute, and brainstormed options for the redesign framework.
- Members submitted options for the Healthy Start redesign framework via a web-based survey tool (homework assignment).
- On the November 4, 2011 call, members reviewed all the options submitted and then previewed the next homework assignment.
- Through year-end, members provided input into the framework to use as a starting point for the discussion through a web-based survey tool (homework assignment).
- On the November 17, 2011 call, members reviewed the results of the homework assignment and identified key questions for discussion on that and future calls, including target populations, the evidence-based model, balancing resources, and delivery locations.

- On the December 2, 2011 call, members continued to discuss the Draft Redesign Framework including education and outreach, outcomes and goals, and the target population.
- On the December 15, 2011 call, members discussed core services including the mix of services to be provided and the role of a core curriculum to be implemented consistently across the state.
- Members provided input into the core services and core curriculum through a web-based survey tool.
- In addition, Dr. Robertson communicated with committee members via email and phone.

At the November 14 2011, **Florida Association of Healthy Start Coalition** conference, Dr. Robertson facilitated a meeting to obtain input into the redesign process. Topics included an update on redesign process including the timeline, redesign committee, subject matter expert committee, and how to stay involved and informed; a presentation of the Research Review and Summary; discussion of the coalition survey results and the implications for the redesign; and a discussion of the five protective factors and the implications for the redesign.

Other communication efforts

In addition, over **20 representatives from county health departments** volunteered to assist in the redesign effort during the prior quarter. During the period between October 1 and December 31, 2011, those representatives were notified of the public calls and encouraged to participate.

Finally, information on the Redesign process continues to be **posted to the Florida Department of Health website**. Documents posted to the website during this period include Redesign (Steering) Committee minutes, Subject Matter Expert Committee minutes, project updates, and the Task 5 and Task 6 documents. There is also a place for the public to ask questions.