

**Board of Supervisors Asthma Task Force  
Clinical Committee  
Minutes of Meeting held on September 26, 2005, 12-2pm  
City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA**

Members in Attendance: Barbara Conner-Anderson, Gail Herrick, Gloria Thornton, Peg Strub, Lisa Kroon, Richard Castro  
Absent Members: Kathy Thomas Perry, Karen Cohn and Maria Elena Alioto, Niels Tangherlini  
Guests and Staff: Marie Hoemke, guest; Anjali Nath, staff

Item	Meeting Notes/Decisions	Outcomes
I	<b>Welcome, Introductions &amp; Sign In</b> <b>Facilitator: Peg Strub      Timekeeper:                      Recorder: Anjali Nath/Recorded</b>	
II	<b>Review Agenda &amp; Set Time</b>	
III	<p><b>Reviewed McKesson Foundation Proposal - Website</b>          Proposal was submitted to McKesson. Karen suggested we can start interviewing programmers and she can look into that. Karen has requested that as person who is administering money through DPH that there be a lead point person that she can touch base with on content and execution of fund expenditure. Someone needs to come up with a 3D skeleton/internet map – be conceptual conduit who can be liaison between committee and website developer. Peg and Barbara will be point people. Marie suggested involving Nan Madden who has content expertise.</p> <p><u>Suggested steps:</u></p> <ol style="list-style-type: none"> <li>1. Karen will research potential contractors</li> <li>2. Develop and sign very specific contract or MOU</li> <li>3. Point people will work on mock-up of website map</li> <li>4. Get feedback on mock-ups – SFGH residents</li> </ol> <p><b>Peg drafted a sketch outline of the website. Assigned roles to members to develop content further.</b></p> <p><u>School link</u> – <b>Marie, Dr. Ziring, Ardis</b> – AAPs, medication, contact info, need more education  <u>Basic Patient Education</u> – <b>Gail, Marie, Ardis</b> – Denver National Jewish (higher literacy), RAMP (low-literacy), Leticia Medina, Kaiser Website and handouts (Peg) [MS WORD&gt;Tools&gt;Grammar and Spelling: Gives you literacy level. Gloria will field-test in different languages]  <u>Provider Education</u> – <b>Barbara and Peg</b>  <u>Educational Materials in Different Languages</u> – <b>Anjali, Karen</b> – Chinese Community Health Resource Center, DPH</p>	<p><b>Karen</b> will look into options for a developer; will talk to MIS programmer at DPH and website developer in her office.</p> <p>Peg and Barbara will be lead point people on website. Will engage Nan Madden on content development.</p> <p><b>Anjali</b> will research cost of having the site under it's own domain.</p>

	<p><u>San Francisco Resources</u> – post PDF of existing DPH resource guide  <u>National Resources</u> – Karen did for PSA packet  <u>State Resources</u> – Peg - Materials produced by the state  <u>Health Plan Contact</u> – SFHP, Blue Cross, BTMG, KP – web address and customer service number  - give Health Plan website and Epocrates – can download  <u>Patient Step by Step how to access the system</u> - <b>Gloria</b></p> <p>Marie suggested Natasha could be very helpful with website development  Advocacy issue to take to Dept of Managed Health Care – develop advocacy campaign later down the line.  Young man died in custody from asthma flare in San Francisco. Called a <i>Second Wave</i> asthma attack (on ALA National) = Late Phase Reaction</p>	
<p><b>IV.</b></p>	<p><b>Update on City Budget Request</b>  Karen will be administering money and would like to have a point person to work with. Explained that the visual diagram (see handout) outlines the committee’s objectives.</p> <p>A. <b>\$18,375 for AE-C Asthma certification</b> must be spent by June. Gail recommended as the Project Point Person. 35 slots funded. Put word out to consortium administrative heads (1); CHN directors (2 pharmacists); Mary Higgins HERC; Asthma Collaborative (2-6); DPH MCH and Chronic care was informed. Suggested Nan’s outreach workers at SFGH (have 1000 hours of education).</p> <p><b>Next Steps:</b>  Interested parties must sign up by specific date. Looking for 24 participants.</p> <ol style="list-style-type: none"> <li>a. Work with Gail who will conduct preparatory sessions with participants</li> <li>b. Poll participant level of expertise</li> <li>c. Karen Yu will develop and conduct a coaching program</li> <li>d. Gail will give Karen and Peg a list of topics from her review course - Peg will talk to Karen Yu regarding these topics; Karen Yu and Karen Cohn will work to develop coaching program. Could also update or look at booklet Karen Yu produced previously. Review topics for categories</li> <li>e. Coord polls audience and unify approach – Gail – need child and adult emphasis, might include COPD</li> <li>f. Participants must be medically licensed or must have 1000 hours</li> <li>g. Need to inform people of release time options – Gail will be an in house consultant at sites and they can shadow</li> <li>h. One goal of Asthma Collab (SPREAD) is to spread what’s happening to other clinics. 6 clinics are SE Health Ctr, Family Health Center, UCSF, NEMS, St. Luke’s, Mission Neighborhood Health Center. Asthma Collaborative includes Health Plans, State Health Dept and Managed MediCal division.</li> <li>i. Help people get certified then people will automatically become asthma champions. Getting people up to speed to be part of a medical setting.</li> </ol>	<p><b>Peg</b> will call Trish to ask about interest in taking advantage of certification opportunity.</p> <p><b>Karen</b> will talk to Twyla about extra hours for Karen Yu</p> <p>Ellen Wolf, NP as 6M SFGH was suggested</p>

	<p>j. Get Paramedics  k. Karen Smith willing to be coach for participants  l. Marie suggested Kaiser be involved in this process.</p> <p><b>B. Resource &amp; Referral Tools</b> – Karen suggested that we hold off on pocket guide until we have all of our info in place</p> <p><b>C. Care Plan Folders</b> – Karen needs point person; BC has disseminated folders to 30 sites. Gloria suggested that a doctor (Dr. Ziring) do follow-up to ensure that doctors follow through with providers to keep these forms within their consciousness. Dr. Ziring explained that some school nurses attend grand rounds. Nurse of Day is one person, sometimes phone line get tied up and backlogged, no clerical staff to assist. By increasing volume on line people get frustrated. Better of contacting school administration directly; Medical Providers are concerned about comfort speaking with school sites because of lack of medical expertise and fear of misinterpretation and HIPAA issues. Peg suggested that a letter/blitz go out to providers and one (toned down) to parents. Need to emphasize schools and parents taking on a more active role.</p> <p><b>D. Patient Self-Mgmt supplies</b> – 2 managed medical plans already reimburse for supplies. MediCal Foster care kids do not have access to this. Karen’s program was able to provide supplies to SFGH by spending down part of their budget. Gloria said there are many medical managed care kids who don’t get these supplies. Karen Smith informed Karen that state data tracking was no effective. Need someone to do red tape process to show that these foster children should get these</p> <p><i>Committee would like to see funds go to people who can use it</i>  <i>Gail would like pillow covers for all adults with asthma she sees at SFGH. There is a home environmental health program for adult patients.</i></p>	<p><b>C. Marie</b> will get final decisions to Karen after speaking with group</p> <p><b>D. Karen</b> will work with Gail regarding spending for \$6,300 for patient self-management</p>
<p><b>II</b></p>	<p><b>V. ATF Workplan</b>  Karen and Anjali developed visual aid to depict goals, objectives and activities of committee</p>	<p>Continue Discussion at next item</p>
<p><b>IV</b></p>	<p><b><u>Unfinished Business:</u></b>  None</p>	
<p><b>V</b></p>	<p><b><u>Next Meeting:</u></b>  <b>Monday, October 24, 2004, 12-2pm, City Hall Rm 278</b></p>	