

**Board of Supervisors Asthma Task Force
Clinical Committee
Minutes of Meeting held on October 24, 2005, 12-2pm DRAFT
City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA**

Members in Attendance: Barbara Conner-Anderson, Gail Herrick, Gloria Thornton, Peg Strub

Absent Members: Karen Cohn, Maria Elena Alioto, Niels Tangherlini and Marie Hoemke

Guests and Staff: Nan Madden, Anjali Nath, staff

Item	Meeting Notes/Decisions	Outcomes
I	Welcome, Introductions & Sign In Facilitator: Peg Strub Timekeeper: Recorder: Anjali Nath	
II	Review Agenda & Set Time Corrected minutes: Karen Yu is supposed to say Karen Smith Gail is taking AE-C exam tomorrow afternoon	
III	Reviewed McKesson Foundation Proposal - Website Reviewed minutes to determine next steps. Discussed that SFUSD site is hard to navigate. Suggestion that we do a link to SFUSD portal with instructions for navigating through site. Peg tried contacting Trish Bascom but has not heard back yet. <u>Suggested steps:</u> 1. Karen will research potential contractors 2. Develop and sign very specific contract or MOU 3. Point people will work on mock-up of website map 4. Get feedback on mock-ups – SFGH residents Peg drafted a sketch outline of the website. Assigned roles to members to develop content further. <u>School link – Marie, Dr. Ziring, Ardis</u> – AAPs, medication, contact info, need more education <u>Basic Patient Education – Gail, Marie, Ardis</u> – Denver National Jewish (higher literacy), RAMP (low-literacy), Leticia Medina, Kaiser Website and handouts (Peg) [MS WORD>Tools>Grammar and Spelling: Gives you literacy level. Gloria will field-test in different languages]; CDC link; Mothers of Asthmatics, AAFA, ALA, ACAAI, AAAAI, National Jewish, Blue Cross, Kaiser, RAMP, HERC?, Chinese Community Health Resource Center; CAPHI	Anjali will follow-up with Karen and Marcia Argis on status of proposal. Peg will follow up with Trish Members should email all info to Anjali in the next 2 weeks; Anjali will compile before next meeting

	<p><u>Provider Education</u> – Barbara, Peg , Nan– Suggested a subset could be “Administrative/Quality Improvement/Practical Tools for Providers” (sample forms that can be used – tracking; AAPs from Kaiser, BC, NICHQ, RAMP); NIH Guidelines; Krames; CAPHI; Epocrates</p> <p><u>Educational Materials in Different Languages</u> – Anjali, Karen – Chinese Community Health Resource Center, DPH; Spanish; Russian – Care Plan; Thai; Tagalog</p> <p><u>San Francisco Resources</u> – post PDF of existing DPH resource guide; List of Asthma Specialists?</p> <p><u>National Resources</u> – Karen did for PSA packet</p> <p><u>State Resources</u> – Gloria - Materials produced by the state; CA DHS</p> <p><u>Health Plan Contact</u> – Gloria - SFHP, Blue Cross, BTMG, KP – web address and customer service number</p> <p>- give Health Plan website and Epocrates – can download</p> <p><u>Patient Step by Step how to access the system</u> – Gloria & Gail – includes Patient Self-Advocacy w/link to Dept of Managed Health Care (Providers and Patients) – need to develop appropriate language; patients, physicians, health plans</p> <p>Tenants rights groups, St. Peter’s Housing, DPH, Dept of Consumer Affairs, Dept of Managed Health care</p>	
<p>IV.</p>	<p>Update on City Budget Request</p> <p>A. \$18,375 for AE-C Asthma certification - Karen went to Medical Directors meeting and several people were interested. PPIP (Practice Plan Improvement Project) overlaps with this. Gail is tracking the list of interested participants, call them and gauge level of interest. Gail has emailed and called participants. Variations in educational levels. Head nurse, MEAs and Doctors from SE Health Center. Gail suggested we should have started with Data to find the high need clinics, ensure a staff member participates. Current participants list includes SEHC, FamilyHC SFGH, UCSF (JJ Moon, research asst.), MNHC, St. Luke’s (2), NEMS (Hellen Lu), SOMA (Cristina Sprong), 2 pharmacists</p> <p>A-EC MOU was drafted by Gail; Elements include: Long-term investment, Attend asthma champion meetings every 6 months, Staff will be granted time to attend trainings, exam, and Asthma Champion meetings</p> <p>Suggested that need to Draft MOU Approach Karen regarding contacting Michael Drennan, CHN Director and Head of Portrero Hill Health Ctr., Marcelena Agboo, COO</p> <p>Peg Brought Asthma Care Management Plan Booklet – Peg suggested could develop a curriculum for Karen Smith using this book and</p> <p>Karen Distributed a list of participant sign up list.</p> <p>B. Resource & Referral Tools – on hold until all info in place</p>	<p>Peg will call Trish again to ask about interest in taking advantage of certification opportunity.</p> <p>Anjali will incorporate steps into a committee workplan as a project plan</p> <p>Gail will be meeting with Karen Smith</p> <p>C. Marie will get final decisions to Karen after speaking with group</p>

	C. Care Plan Folders –	
V.	Initiative to cover a group of uninsured people Gloria presented this as a good opportunity to have input into this initiative. Questions include What is your vision of coverage? Who should be covered?, etc. Members discussed. Gloria will craft statement to submit. Should be parents of Healthy Families kids who are uninsured	Continue Discussion at next item
II	V. ATF Workplan Karen and Anjali developed visual aid to depict goals, objectives and activities of committee	Continue Discussion at next item
IV	<u>Unfinished Business:</u> None	
V	<u>Next Meeting:</u> Monday, November 28, 2004, 12-2pm, City Hall Rm 278	