



## HH ALLIANCE LIAISON COMMITTEE

|                              |                               |
|------------------------------|-------------------------------|
| <b>Date / Time:</b>          | January 16, 2019; 4 to 5 pm   |
| <b>Location:</b>             | Livingston's Camarillo Office |
| <b>Conference Call Info:</b> | N/A                           |
| <b>Recorder:</b>             | Teri Helton                   |

Invitees---**Bold indicates attendance**

|                                 |                                      |  |
|---------------------------------|--------------------------------------|--|
| <b>Amber Herman (Mission)</b>   | <b>Lorie Fleming (Los Robles)</b>    |  |
| <b>Bonnie Subira (CMH)</b>      | <b>Lynette Harvey (CHCD)</b>         |  |
| Carmen Cano (Las Posas)         | <b>Matthew Tufte (VCMC)</b>          |  |
| <b>Cecille Luna (Assisted)</b>  | <b>Ramona Camargo (CMH) CHAIR</b>    |  |
| Cerri Mansfield (VCMC)          | <b>Sally Grove (Dignity)</b>         |  |
| <b>Jasmyn Tapia (Summit)</b>    | <b>Shelley Chilton (Access TLC)</b>  |  |
| <b>Keon Mardanpour (Summit)</b> | Teresa Pavan (LMVNA)                 |  |
| <b>Laura Zarate (Seaview)</b>   | <b>Teri Helton (LMVNA) SECRETARY</b> |  |

| #                              | Topic  | Action Items   |
|--------------------------------|--|--|
| 1                              | New Chair of Liaison Committee to be Ramona Camargo and Teri Helton to be secretary. Ramona will not be able to attend meeting on Feb. 20  | Teri will chair on Feb. 20   |
| 2<br>Scrubs                    | <ul style="list-style-type: none"> <li>Liaison scrub jackets are gray. Most of the hospitals' housekeepers wear gray scrubs. Other colors that might be used are lavender and a lighter gray.</li> <li>Agencies may add their company's logo to the right side of the jacket.</li> </ul>   | Ramona and Sally will verify what colors are being used at their various hospitals by Feb 20.  |
| 3<br>Forms                     | <ul style="list-style-type: none"> <li>Community Resources form to have disclaimer about form not being exhaustive moved to first paragraph with the Call 211 for additional resources.</li> <li>Reviewed existing liaison forms with updated logo.</li> </ul>   | Teri will obtain and use a clearer logo and send updated forms out electronically to members and to blog   |
| 4<br>CM/provider Education     | <ul style="list-style-type: none"> <li>Steering Committee is finalizing criteria for hospitals to have regular meetings at each hospital in order to have CM understand the Alliance and the importance of excellent communication with the agency liaison and purpose of liaison patient visits.</li> <li>Focus group for providers from the various hospitals is being developed.</li> </ul> | <ul style="list-style-type: none"> <li>Agencies will develop talking points at their agency meeting</li> <li>Hospital reps to bring dates for CM/liaison meetings</li> <li>Hospitals will work on and report back</li> </ul> |
| 5<br>Patient preference letter | Tabled until Feb 20  |  |
| 6<br>Process for new buildings | <ul style="list-style-type: none"> <li>For both CMH and PVH, continue with the same process</li> <li>Offices will be moved, but not soon</li> <li>Added time to turn in paperwork to CM offices</li> </ul>   | Ramona and Sally will find a place to drop off forms in their respective new buildings   |
| 7<br>Referral Documentation    | <ul style="list-style-type: none"> <li>Continuing discussion regarding what is needed during the intake process for HHAs to improve transition from hospital to home.               <ul style="list-style-type: none"> <li>See below or attached</li> </ul> </li> <li>CMH is doing</li> <li>Sally will include as Best Practice with Navi training on 1/23</li> </ul>                          |  |

|                                |   |  |
|--------------------------------|---|--|
| 8<br>Transfer to<br>Acute Care | <ul style="list-style-type: none"> <li>● Process is mostly working at CMH</li> <li>● Process at SJ &amp; PVH needs improvement</li> </ul> | Sally to check on and address how to improve the process at SJ and PVH and |
| 9<br>LACE Tool and<br>HHAs     | To be discussed in the future   |  |

**NEXT MEETING: Wednesday, February 20 at 4 PM at LMVNA's Camarillo office.**

**See next page for added notes for #7**

## FACESHEET W/CORRECT DEMOGRAPHICS

- Address
- Phone
- PCP or following MD

## DOCUMENTATION

- H&P
- Most recent consults, if any (2 days is fine)
- Order specifying RN, PT, OT, etc..
- CM Assessment
- Social Worker Assessment if seen by social worker during stay
- Discharge Summary
- Advance Directives/POLST, if available
- Medications

## IV ANTIBIOTICS

- Infusion company name
- Following ID, if any
- Antibiotic order w/times & end date
- Expected date for home health to start
- PICC line or midline?

## TUBE FEEDING

- Dietitian/Nutrition Assessment/Note
- Order w/feeding type, bolus or continuous, & water flush

## WOUND CARE including WOUND VAC/OSTOMY

- If wound vac, the pressure requirements
- Specific order regarding the type of dressing change, vac, and ostomy.
- If MD wants an enterostomal nurse, that needs to be specified in the order

## FOLEY CATHETER

- Specific order saying "foley catheter care" if home health is expected to monitor.
- Change schedule and Flushing orders