



Meeting Minutes

Meeting: HH Network Monthly Meeting Date: 7/15/26 Time: 12 pm Location: Online	Attendance: Jody Kendrick, Chris Howland, Allison Kent, Tosh DeMulder, Amber Bailey, Bridget Lamp, Miranda Blakeslee, Jen K, James Charles
---	--

Discussion Topic	Presenter	Notes:
Introductions	Miranda Blakeslee	
DOH Updates	Miranda Blakeslee	Designation Updates • Preliminary Findings Highlights ○ Comp annual assessment was below threshold- will give additional training to staff and implement tracking. Billing is not allowed if these are not up to date ○ More training for POC • Timelines ○ Can request reconsideration within 14 days after receiving results ○ Have to make a plan for improvements based on EOP within 3 months Policy and Forms Updates • 5234 • 5235 • 5055 ○ Changing from RHIO to SHIN-NY ○ Changing the look of form ○ Going from 3 pages to 4 pages ○ Will update policy

		○ Implement by September 1st ■ New enrollees that this time will need new form ○ By 6/1/2027 all members need to transition to new form • 5058 ○ DO NOT USE (removed in 2022) • • BCHN010 • BCHN009 • AIDS Institute HH+ Program Guidance for Individuals with HIV ○ Made update to policy ○ Employee requirements qualifications and requirements have been changed ○ Significant policy update • Fair Hearing Policy ○ Requirements and timelines for conducting annual assessments ○ Will share slides
HH Updates	Miranda Blakeslee	NetSmart Updates • Auto Task for Continuity of Care follow-up Changes to Network and QMP meetings • Provide opportunity to open Network meetings (monthly) to anyone working under (care manager, supervisors, management, etc.) • QMP will open up quarterly to leadership and quality employees Starting in August. HH Referral Management • Jetta gets referral and then Allison verifies eligibility, then Jetta process in MAPP Netsmart Admin Management • Allison will set up users, submitting tickets Bassett Health Home Email • Email Subject Line

		○ Use specifics so we can get it addressed by specific team member
QA Updates	Bridget Lamp	HH+ Checks and HML selection for question 12 • Question 12 needs to match Status change form Network Training for New Hires – August 18th and 20th • For new hires • Email Bridget list of new hires since February 2026 Refresher Training for September 22nd • Go over recent changes, form updates etc. • Encourage staff to join Documents Naming Conventions • Please use health home approved naming conventions Document Naming List Examples Always provide the date, name of the document, then members initials (Name Example used throughout will be Billy Bob and the Upload Dates will be 11/1/2022) • DOH-5055 – 11.1.22_DOH-5055_BB • DOH-5234 – 11.1.22_DOH-5234_BB • Diagnosis Information – 11.1.22_Diagnosis_BB • Care Plans – 11.1.22_SignedCarePlan_BB • Proof of Homelessness – 11.1.22_EvictionNotice_BB – 11.1.22_DSSHousingPaperwork_BB • Assessments - 11.1.22_CompAssessment_BB – 11.1.22_SDOH_BB • Discharge Checklist – 11.1.22_DischargeChecklist_BB • Documents tied to HML's: ○ Proof of Homelessness – 11.1.22_HML_4_BB ○ Proof of Incarceration – 11.1.22_HML_5_BB **Disclaimer: these are not the only documents that will be uploaded in the member's charts** • Netsmart Lost Documents • Identified and submitted, sent numbers end of June • Still a work in progress • Focus on documents related to billing • Look through trash on computer and downloads for missing documents
Open Forum	Everyone	Bridget: HH+ has all forms in from June check