



**Meeting Title:** Navigators Project  
**Date:** Thursday, November 17, 2022  
**Time:** 11:00 AM – 12:00 PM  
**Call in:** Teams  
**Meeting Purpose:** Monthly Partner Meeting  
**Next Meeting:** December 15, 2022

| ATTENDEES   |  |  |   |   |
|---|--|--|---|---|
| <input type="radio"/> Sysvanh Kabkeo (DHCS)                     | <input type="radio"/> Brandon Roberts (DHCS)   | <input type="radio"/> Nancy Ojeda (DHCS)           | <input type="radio"/> Tina Coulson (DHCS)         |   |
| <input type="radio"/> <del>Alameda</del>                        | <input type="radio"/> Butte                    | <input type="radio"/> <del>Colusa</del>            | <input type="radio"/> Fresno                      | <input type="radio"/> Kern  |
| <input type="radio"/> Kings                                     | <input type="radio"/> LA DPH                   | <input type="radio"/> Lake                         | <input type="radio"/> Madera                      | <input type="radio"/> Merced  |
| <input type="radio"/> Napa                                      | <input type="radio"/> <del>Nevada</del>        | <input type="radio"/> Orange                       | <input type="radio"/> Placer                      | <input type="radio"/> Riverside   |
| <input type="radio"/> San Bernardino                            | <input type="radio"/> San Diego                | <input type="radio"/> San Luis Obispo              | <input type="radio"/> San Mateo                   | <input type="radio"/> Stanislaus  |
| <input type="radio"/> Trinity                                   | <input type="radio"/> Tuolumne                 | <input type="radio"/> Ventura                      | <input type="radio"/> Ampla Health                | <input type="radio"/> <del>Bonita Family Resource Center</del>                        |
| <input type="radio"/> California Coverage and Health Initiative | <input type="radio"/> Catholic Charities       | <input type="radio"/> Center for Human Development | <input type="radio"/> Community Service Solutions | <input type="radio"/> <del>Harwood Memorial Park/Family Resource Center Network</del> |
| <input type="radio"/> <del>Innerecare</del>                     | <input type="radio"/> Kaweah Health Foundation | <input type="radio"/> Marin Community Clinic       | <input type="radio"/> Sacramento Covered          | <input type="radio"/> San Francisco Community Clinic Consortium (SFCCC)               |
| <input type="radio"/>   | <input type="radio"/>                          | <input type="radio"/>                              | <input type="radio"/>                             | <input type="radio"/>   |

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| 1. | <b>Introductions/Roll Call</b>   |
| 2. | <b>Update #1: SB 154 Allocation Agreements</b><br><input type="radio"/> DHCS is awaiting for a few partners to return their signed allocation agreement to DHCS for a countersignature |

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|    | <ul style="list-style-type: none"> <li>○ Partners who have a Board of Supervisor (BOS) date and/or are awaiting a BOS date should notify DHCS and update DHCS if there are any changes to the date</li> <li>○ Per the Allocation Agreement, there can be a loss of allocation if the partner fails to return, without good cause, a signed Agreement to DHCS within 60 days of receipt of the Agreement</li> <li>○ DHCS understands the requirement of a county board approval</li> <li>○ It is imperative that partners communicate any known date or updates regarding the anticipated returned Agreement, or a one-time extension of the 60 day requirement may not be granted</li> <li>○ Partners cannot begin implementation or billing for any expenditures toward this project until the agreement is executed; countersigned by DHCS</li> <li>○ Partners cannot claim expenses prior to the executed agreement date</li> </ul>  |
| 3. | <p><b>Update #2: Additional Updates and Information</b></p> <ul style="list-style-type: none"> <li>○ AB 74 Partners need to submit their final reporting documents: September Monthly Data report (or any prior months), The quarterly progress report, and final invoice</li> <li>○ Once partners received their final invoice payment for AB 74, a close letter will be issued acknowledging the end of you allocation agreement for AB 74</li> <li>○ DHCS has received various inquiries regarding the existence of federal funds for the appropriation of SB154.</li> <li>○ DHCS would like to reiterate, the funding for the Health Navigators Project (SB 154) is the same as (AB 74); 50% Federal funds and 50% General (state) funds</li> <li>○ DHCS provided all awarded partners a “Federal Terms and Conditions” attachment in the Allocation Agreement package.</li> <li>○ This document was provided to all partners for reference only regarding the usage of federal funds for this project and the requirements aligned with those funds</li> </ul> |
| 4. | <p><b>Update #3: Partner Contacts</b></p> <ul style="list-style-type: none"> <li>○ DHCS will be requesting all partners provide their personnel contact(s) information for this project. These individuals may have questions directed to them from the state, advocates, or others, and will be a point-of-contact for DHCS to reach out to for urgent issues.</li> <li>○ DHCS will ask each partner to provide a primary and secondary contact who are the point of contacts for this project as well as individuals who need access to the SFTP</li> <li>○ It is important DHCS receives this information to ensure they are communicating with the correct personnel and that designated personnel receive project communication and updates</li> <li>○ Partners are required to notify DHCS of any personnel changes.</li> </ul>   |
| 5. | <p><b>Discussion #1: Quarterly Stakeholders Meeting Debrief</b></p> <p><b>Partner Expectations:</b></p> <ul style="list-style-type: none"> <li>○ DHCS is interested to hear partners feedback to the first quarterly stakeholder meeting</li> <li>○ DHCS is open to discuss any proposed topics during the stakeholder meetings</li> </ul>  |

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|    | <p><b>DHCS Expectations:</b></p> <ul style="list-style-type: none"> <li>○ DHCS encourages various partners (county and CBO) to speak to during the stakeholder meetings</li> <li>○ Depending on the agenda topics, DHCS will reach out to select partners for each stakeholder meeting and provide prompts for the select partners to speak on</li> <li>○ DHCS encourages partners to share during these meetings to communicate project work efforts, constructive feedback, successes, and/or challenges surrounding this project</li> </ul> <p><b>Partner Feedback:</b></p> <ul style="list-style-type: none"> <li>○ Interested in more trainings being offered or held by DHCS.</li> <li>○ Trainings on the PHE unwind, eligibility processing, sharing messaging on outreach strategies.</li> <li>○ Recommend providing foundational trainings in the form of webinars, tool kits, and forms</li> </ul> <p><b>DHCS Response:</b></p> <ul style="list-style-type: none"> <li>○ DHCS will look into the partner’s request on training.</li> <li>○ DHCS may reach out to other DHCS units and/or partners to assist on providing specific trainings to project partners.</li> <li>○ DHCS will utilize the monthly partner meetings as a platform to provide these trainings.</li> <li>○ Once all partners have executed agreements and have begun implementation, DHCS anticipates to hold “Best Practices” open forums. These forums allow all project partners to brainstorm, share outreach successes, and challenges amongst one another.</li> </ul> |
| 6. | <p><b>Discussion #2: Data Work Group Debrief</b></p> <ul style="list-style-type: none"> <li>○ DHCS held a small data work group with select county and CBO partners, and members from the advocate community</li> <li>○ The advocate community is requesting as much detailed data as possible, to evaluate the Navigators Project and to ascertain that the Project is meeting the needs of various disadvantaged communities.</li> <li>○ The data work group was held to address the requests and explore any challenges and opportunities surrounding data and to allow an open discussion on data reporting requirements needed for this project</li> <li>○ The advocate community is proposing the possibility of collecting additional demographic data such as: race, ethnicity, and/or preferred language to ensure these vulnerable populations are being served</li> <li>○ DHCS has been in discussion to ascertain how much information can be provided while maintaining client confidentiality and minimize changes to data collection and partner data reporting requirements</li> </ul>   |

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|    | <ul style="list-style-type: none"> <li>○ The partners who attended the meeting explained the possible drawbacks of adding additional demographic questions during outreach as it could lead to the reluctance of continuing with the application process for Medi-Cal</li> <li>○ No changes to the data that is collected or the reporting template have been made</li> <li>○ DHCS will keep partners updated if there are any changes as a result of these work group discussions</li> </ul> <p><b>Partner Feedback:</b></p> <ul style="list-style-type: none"> <li>○ If changes are made, request to avoid any changes to the agreement that may lead in additional amendments</li> <li>○ The SOC295 application for social services was amended a couple of years ago to include SOGI information, some of the reluctance for people to answer this may have decreased</li> </ul> <p><b>DHCS Response:</b></p> <ul style="list-style-type: none"> <li>○ It is DHCS' intent to minimize the number of amendments and/or revisions to the Allocation Agreement.</li> </ul> |
| 7. | <p><b>Q&amp;A</b></p> <p><b>Q: What is the deadline for final invoice submission?</b><br/> <b>A:</b> The deadline for AB 74 close-out/final invoice was October 31, 2022. However, some partners have contacted DHCS to receive approval of an extension to the date, as some additional time is needed to finalize everything. If the final invoice has not been submitted, the partner must contact DHCS to coordinate a date.</p> <p><b>Q: Will there be a reporting scheduled released for the monthly and quarterly reports?</b><br/> <b>A:</b> DHCS posted <a href="#">Bulletin 2022-005</a> to the Health Navigators <a href="#">Website</a>. The bulletin has all the reporting deadlines for the quarterly invoice, quarterly progress report, and the monthly data report.</p>  |

| <b>ACTION ITEMS</b> |                         |                 |                            |
|---------------------|-------------------------|-----------------|----------------------------|
|                     | <b>Description</b>      | <b>Due Date</b> | <b>Responsible</b>         |
| 1.                  | Monthly Partner Meeting | 12/16/22        | DHCS,<br>Counties,<br>CBOs |