JacksonvilleHATS Coalition Tool Kit Committee Meeting
January 24, 2011 1 to 2:00 pm

**PRESENT:** Drew Andrews, Duval County Public School; Michelle Babcock, JaxHATS; Pam Bagley, Children’s Medical Services; Karlyn Carder, JaxHATS; Gail Cook, FSS; Elizabeth Cottrell, JaxHATS; Linda Edwards, UF / JaxHATS; Audrey Green, JaxHATS; Radwan Sabbagh, Duval County Health Department; David Wood, JaxHATS;

### TOPIC DISCUSSION DECISION/ACTION

<table>
<thead>
<tr>
<th>1. Call to Order / Introduction</th>
<th>The meeting was called to order.</th>
<th>None</th>
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<tbody>
<tr>
<td><strong>Business of the Session</strong></td>
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<td>2. Presentation</td>
<td>Michelle Babcock assisted by Elizabeth Cottrell presented the committee with information that had been gathered. An overview of ideas for the tool kit was explained.</td>
<td>Continue to work toward presenting a more final concept at the upcoming coalition meeting.</td>
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| 3. Committee Input               | Suggestions and input provided by Committee Members:  
  - Make a subset of Toolkit for:  
    o FSS Case Worker  
    o School Staff  
    o Medical Providers  
    o Families/Caregivers/Parents  
    o Youth/Patient  
  - Have 3 Checklists:  
    1. How to establish a Transition Program  
      a. Policy and Procedures  
    2. Checklists for chart (Milestones)  
      a. Paperwork  
      b. Pamphlet  
      c. Referrals  
      d. Follow up  
    3. Checklist for Families  
      a. Age appropriate tasks and goals for self-advocacy (Handouts)  
      b. Portable Health Summary  
      c. Health Summaries  
  - Make materials on website as concise and easy to use as possible for easier implementation  
  - Add “New” age group checklist 17-18 for things like:  
    o Reapplying for Medicaid Benefits  
    o Finalize Health Care Coverage  
    o Info on Consent and Legal Rights/Transfer of Rights at 18 y/o  
    o Guardianship review and plan  
  - Make an Office Policy for Provider location  
    o Make a simplified (bulleted) version for parents/patients, so transition is anticipated  
  - Evaluate literacy level, make it all 5th grade reading level  
  - Decide when to give TRAQ 4.1 to patients in Pediatric Practices  
  - Adapt H.I. Doc to Florida, using FL Logos, etc.  
  - A transition readiness assessment to use in the schools for all children not just those with a disability??  
  - Consult with Randy, the web person, who may have some ideas about how to structure information for user friendliness  | Dr. Wood will meet with JaxHATS staff to formulate a plan |
|                                  | JaxHATS staff will have a conference call with Randy, JaxHATS web page developer on Jan. 31, 2012 to discuss ideas for user-friendly toolkit on web. |
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<td>4. Next Meeting</td>
<td>The Tool Kit Committee did not schedule another meeting. They will give an update of activity at the next Coalition meeting.</td>
<td>Scheduled date will be announced via list serve.</td>
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