

Greater Hampton Roads HIV Health Services Planning Council

Quality Improvement & Strategic Planning Committee Meeting

Norfolk Department of Human Services, 741 Monticello Avenue

Thursday, February 21, 2019: 4:00 p.m.

Call to Order: The meeting was called to order at 4:25 p.m.

Moment of Silent Reflection: The committee observed a moment of silence and reflection for those affected and infected by HIV and AIDS.

Welcome/Introductions/Roll Call: Attendance was called, and the following members were in attendance:

Present:

Gwendolyn Ellis-Wilson
Todd England
Ashley Brown
Rachael Artise

Doris McNeill
Jerome Cuffee
Michael Singleton

Absent:

Tony Boston
Catherine Derber
Tanya Kearney

Staff:

Jacquelyne Wiggins-Grantee Staff
Michael Koran-P.C. Support
Teresa – PC Support Staff

Review of Minutes:

After review, the committee accepted the motion to approve the minutes as written.

Reports of Officers, Boards, Standing Committees:

Review of the P-CAT:

The committee's meeting agenda for the meeting was as follows:

- CQM – Review/Update Quality Management Plan and Outcomes
- CQM – Review/Provide Input for the Recipient's Quality Improvement Plan
- CQM – Review/Update Clinical Quality Management Performance Measures Portfolio
- Review/Update Service Category Definitions
- Define Needs Assessment
- Review/Update Committee Planning Council Activity Timeline (P-CAT)
- Review/Prepare Committee Activity Budget to Grantee
- Compile Unresolved Issues in Parking Lot.

Review/Update Service Category Definitions:

Review of Non-Medical Case Management Service Category: According to the HRSA Policy Clarification Notice 1602, Non-Medical Case Management has to have a Care Plan or Individualized Service Plan per person that is served. However, this requirement has not been done. In this regard, there was a recommendation to change the name from Non-Medical Case Management to *Referral for Health Care and Support Services* which does not require a care plan.

It was in this regard that the committee was meeting to, among other things, review the Non-Medical Case Management Service Standard. During review, the committee changed, throughout the document, the name of the Standard but kept all the requirements. The requirements for Non-Medical Case Management were, however, more stringent than those required by HRSA for Referral for Health Care and Support Services. After discussion, Gwendolyn moved a motion, which was properly seconded by Ashley, to accept the new service category; *Referral for Health Care and Support Services* instead of Non-Medical Case Management. The motion passed.

The committee worked through the document and made name-changes, as necessary, from Non-Medical Case Management to Referral for Health Care and Support Services. The committee also made the recommended minor but required revisions. As a result of the name change, the Priorities, Allocations and Policies Committee will discuss and vote to reallocate all funding from the Non-Medical Case Management service category to the Referral for Health Care and Support Services category. After the revisions, Gwendolyn moved a motion which was properly seconded by Todd to accept the changes to the Referral for Health Care and Support Services Standard, effective March 1, 2019 and move it to the Planning Council for a final vote. The motion passed.

Review of Emergency Financial Assistance (EFA) Service Standard: The committee discussed the rationale behind waiting for a disconnection or notice for disconnection of utilities or for past due rent before payment is made. HRSA guidelines on emergency payments are vague.

However, the committee indicated that the TGA should not remain stagnant but should be able to move when change is taking place, especially now with the advent of the Medicaid Expansion in the State. There is no reason why the TGA should not have a Housing/Utility model that will help the TGA to spend the funding. At the request of the committee, Cindy, the HOPWA Representative on the Planning Council, will present a module at the next meeting.

From the fiscal perspective, the committee recommended raising the housing cap to \$5,000 and the utility cap to \$2,000. The committee was advised to present the recommendation to the Priorities, Allocations and Policies Committee, who will bring it up with the Grantee's Office.

Federal Poverty Level (FPL): The committee had discussed moving the Norfolk RW Part A FPL from 400% to 500% in previous meetings. Therefore, the committee agreed to hold a vote and bring it up to the Planning Council for a vote. A motion was moved by Gwendolyn and properly seconded by Todd to move the Norfolk TGA Part A FPL from 400% to 500%. The motion passed.

Any Other Business:

There was no other business to discuss.

Date of Next Meeting;

The next meeting will be Thursday, April 18th, at 4:00 p.m.

Adjournment: With no further business to discuss, a motion was accepted to adjourn the meeting.

Respectfully submitted:

Doris McNeill - Co-Chair

Michael Singleton - Co-Chair