

Greater Hampton Roads HIV Health Services Planning Council

Quality Improvement & Strategic Planning Committee Meeting

Norfolk Department of Human Services, 741 Monticello Avenue

Thursday, January 16, 2020: 4:00 p.m.

Call to Order: The Quality Improvement & Strategic Planning Committee meeting, held on January 15, 2020 at the Norfolk Department of Human Services, 741 Monticello Avenue, was called to order at 4:15 p.m.

Roll Call:

The roll was as follows:

Present:

Gwendolyn Ellis-Wilson
Todd England
Syreeta Dawkins

Doris MacNeill
Ashley Brown
Tanya Kearney

Absent Members:

Jerome Cuffee

Tony Boston

Absent PC Support Staff:

Thomas Schucker

Planning Council Support Staff:

Deryk Jackson
Teresa Malilwe

Grantee Staff -Present

Jacquelyne Wiggins

PC Support Staff-Present

Deryk M. Jackson
Teresa Malilwe

Moment of Silent Reflection:

A moment of silence and reflection was observed for those affected and infected by HIV and AIDS.

Confirmation Notice of Meeting Posting:

There was no confirmation for the Notice of Meeting Postings received by Support Staff.

Review of Minutes of Previous Meeting:

The committee reviewed the minutes from the October 17, 2019 meeting. A motion was moved by Jerome and properly seconded by Ashley to accept the minutes with noted correction to a name on the roll call. The motion passed.

Review and Update Service Standards:

The committee reviewed the reformatted Standards of Care based on the HRSA definition that were done at the last meeting. They included the following:

1. Health Insurance Premium and Cost Sharing Assistance (HIPCSA)
2. Outpatient Ambulatory Health Services
3. Referral for Health Care and Support Services
4. AIDS Pharmaceutical Assistance Program-Local
5. Norfolk TGA Universal Standards
6. Medical Transportation
7. Emergency Financial Assistance (EFA)

Review of the Planning Council Activity Timeline (P-CAT):

- Review National HIV/AIDS Strategy (NHAS) and Norfolk TGA Continuum of Care
- CQM-Review/Update Quality Management Plan and Outcomes
- CQM-Review/Provide Input for the Recipients Quality Improvement Plan
- CQM-Review/Update Clinical Quality Management Performance Measure Portfolio
- Review /Update Service Category Definitions
- Review/Update Service Standards and TGA Medication Formulary
- Define Needs Assessment
- Review/Update Committee Planning Council Activity Timeline (P-CAT)
- Review/Prepare Committee Activity Budget Request to Grantee
- Compile Unresolved Issues in Parking Lot

The committee will, however, continue to review/update the remaining Service Standards. It was noted that only a few of the Standards still remain to be reviewed and updated in order to align them with the HRSA definitions. According to HRSA Standards requirements, specific Service Standards should include:

- The Service category definition
- Intake and Eligibility
- Key Services components and Activities
- Personnel Qualifications, including licensure (it could include Assessment and Service Plan where applicable)
- Transition and Discharge
- Case closure Protocol
- Client Rights and Responsibilities
- Grievance Process
- Cultural and Linguistic Competency
- Privacy and Confidentiality
- Recertification Requirements

The committee tabled review/update of the Standards and will, during the next phone call meeting with the HRSA Project Officer, bring up the conversation to ensure that the committee was making the correct changes to the Standards of Care.

Triennial Needs Assessment:

The QISP Committee is tasked with the planning and implementation of the Triennial Needs Assessment. During the August 22, 2019 meeting, the committee agreed to look into the following populations:

- HIV Aging Population; that is, 55 plus years old.
- The Millennial population; that is, 30 years plus
- The Transgender populations who are not accessing the Ryan White system of care

According to the last HIV population count, data for this region is as follows:

- 22-34 years of age: 842
- 35-44 years of age: 605
- 45-54 years of age: 757
- 55 plus: 900

However, there is already information from a study that has been undertaken of the HIV Aging Population and the committee discussed the relevance of the study to the Norfolk TGA's needs. The Chair will request Support Staff to make available to the committee, copy of the study document.

In response to the discussion at the PSRA Session in July regarding the development of the Triennial Needs Assessment, Support Staff sent an inquiry to VDH to find out if they will be part of the Triennial Needs Assessment Process. VDH has not yet responded to the inquiry.

Announcements by Members:

QISP Committee Co-Chairs: The QISP Committee Chair will be rotating off the Planning Council in June 2020. The other Co-Chair resigned his position from the Planning Council. New Co-Chairs must, therefore, be elected for the committee and members who meet the requirements for the position of leadership were encouraged to submit their expression of interest.

QISP Committee Meeting Date: A recommendation was presented to move the committee meetings from the third Thursday of each month to the third Tuesday of each month. Gwendolyn moved a motion to change the dates and was properly seconded by Todd. The motion passed. The change will be effective March 17, 2020. The next meeting will remain unchanged; that is, the meeting will be Thursday, February 20th at 4:00 p.m.

Webinars: The Planning Council was encouraged to start participating in the webinars that are advertised on the HRSA website, especially those pertaining to the roles and responsibilities of the Planning Council/Sub-Committees.

Any Other Business:

There was no other business to discuss.

Date of Next Meeting;

The next meeting will be Thursday, February 20th, at 4:00 p.m.

Adjournment:

A motion was moved by Todd and properly seconded by Gwendolyn to adjourn the meeting. The motion passed.

Respectfully submitted:

Doris McNeill – Chair