

Greater Hampton Roads HIV Health Services Planning Council
Quality Improvement & Strategic Planning Committee Meeting
Norfolk Department of Human Services, 741 Monticello Avenue
Thursday, September 17, 2015 – 4:00 p.m.

Call to Order: The meeting was called to order at 4:02 p.m.

Moment of Silent Reflection: A moment of silent reflection was observed for those affected and infected by HIV and AIDS.

Welcome/Introductions/Roll Call: The following committee members were in attendance:

Present:

Gwendolyn Ellis-Wilson	Charmaine Brown
Doris McNeill	Todd England
Gloria Anderson	Jerome Cuffee
Katrina Fontenla (Tele-Conference)	LuAnn Gahagan
Marsha Butler-Grantee Staff	Jeff Daniel-PC Support
Teresa Malilwe-PC Support Staff	Catherine Derber

Excused:

Julie Newsome	Jenny Carter
Robert Bailey	André Christian
Tanya Kearney	

Devina George – P.C. Member (Attended the meeting as a Guest)

Review of Minutes: The minutes from the last meeting were reviewed. A correction was noted on page 3. A motion was moved by Gwen and properly seconded by LuAnn to approve the minutes with noted correction. The motion passed.

Review the P-CAT: The committee reviewed the Planning Council Activity Timeline (P-CAT). The committee's activities for the month of September were:

- *Review implementation of Health Care Reform/National HIV/AIDS Strategy Impact to Ryan White.*
- *Define Needs Assessment*
- *Review the Comprehensive Plan*
- *Refine Standards of Care:*
- *Review HRSA:HIV/AIDS Bureau (HRSA:HAB) Performance Measures*
- *Review National HIV/AIDS Strategy ('NHAS') and Norfolk TGA Performance*
- *Determine Specific Plan-Do-Study-Act ('PDSA') Initiatives and review results*
- *Compile Unresolved Issues in Parking Lot:*

Old Business:

Review implementation of Health Care Reform/National HIV/AIDS Strategy Impact to Ryan White: Katrina was requested to submit the ADAP/ACA Enrollment numbers for the committee's review the Monday before the Quality Improvement and Strategic

Planning Committee meeting. The report will include demographics such as race, ethnicity, gender, ages, etc...

Define Needs Assessment: It was noted that for the first time, this year's Comprehensive Plan will be an Integrated Plan; it will be Prevention and Treatment in Care. In order to inform the comprehensive plan, there should be needs assessments. In this regard, the committee discussed conducting a "*focused needs assessment*" in the interim before the start of the triennial. The committee will discuss further, at the October meeting, after the VDH conference call with the Grantee and Planning Council staff. The participants will discuss Needs Assessment data needs for the Integrated Comprehensive Plan. Committee agreed to do a focused needs assessment during off-years of the triannual. Members were asked to think of ideas about the targeted needs assessment for discussion at the October meeting.

Review the Comprehensive Plan: At the last committee meeting, the committee was presented a PowerPoint of the Integrated HIV Prevention and Care Plan Guidance including the Statewide Coordinated Statement of Needs (SCSN) 2017-2021. The committee will discuss further, at the October meeting, after the VDH conference call with the Grantee and P.C. Support Staff to discuss Needs Assessment data needs for the Integrated Comprehensive Plan.

Refine Standards of Care: The Non-Medical Casement Standards of Care were reviewed by the Working Group on September 2. The Grantee Staff presented the revised Standards of Care for the committee's review. The Case Management (Non-Medical) category is a new service. In this regard, the committee might review the Standards of Care of the Service Delivery Model again. After discussion, the committee approved the changes to the TGA's Non-Medical Case Management Standards of Care. A motion was moved by LuAnn and properly seconded by Gwen to approve the TGA's Non-Medical Standards of Care based on the outlined changes. The revised Standards of Care will be presented to the Planning Council for approval.

New Business:

Review HRSA:HIV/AIDS Bureau (HRSA:HAB) Performance Measures: The review of the HRSA:HIV/AIDS Bureau (HRSA:HAB) Performance Measures was deferred to the October meeting.

Review National HIV/AIDS Strategy ('NHAS') and Norfolk TGA Performance: Jeff discussed the National HIV/AIDS Strategy: Updated to 2020; copies of which were distributed to the committee for review. He discussed the new outcomes that have been updated nationally from the 2010 National HIV/AIDS Strategy. This is the Care Continuum the committee will be working on. The committee discussed collecting data to gauge the Norfolk TGA performance based on new outcomes as outlined in the NHAS.

Determine Specific Plan-Do-Study-Act ('PDSA') Initiatives and review results: The committee will work on the PDSA when the Standards of Care results are presented by the Grantee.

Compile Unresolved Issues in Parking Lot:

- Discuss Residential Substance Abuse Services: The committee's discussion on Residential Substance Abuse Services was deferred to the October committee meeting. This service is not currently funded by the Norfolk Part A TGA.
- Part A/B Formulary: Planning Council Staff compiled a side-by-side comparison of each formulary for review by the committee. The committee had a lengthy discussion regarding the Part A and Part B Drug Formulary. However, this will be discussed further at the October meeting.
- Clinical Quality Management (CQM): The committee reviewed the CQM document from the just issued Grant Guidance. Support Staff gave a brief discussion of the composition of the CQM which includes:
 - Description of CQM Program Infrastructure
 - Description of CQM Program Performance Measures
 - Description of CQM Program Quality Improvement
 - Data for Program Reporting.

The committee agreed to start the review of the Formulary in November. The Grantee's Office will provide data on:

- The most important drugs on the Formulary
- How many people they have on private insurance
- How many people they have on straight ADAP.

Any Other Business: There was no other business to discuss.

Date of Next Meeting/Adjournment: The next meeting will be on Thursday, October 15, 2015 from 4:00 to 5:30 p.m. With no further business, a motion was moved by LuAnn and properly seconded by Gwen to adjourn the meeting. The motion passed.

Respectfully submitted:

Doris McNeill-Chair