

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL MEETING
Thursday, December 15, 2016: 5:00 p.m.
741 Monticello Avenue, Norfolk, Virginia 23510**

Call to Order: The meeting was called to order at 5:04 p.m.

Moment of Silent Reflection: The Council observed a moment of silent reflection for those who are infected and affected by HIV and AIDS. A special moment of reflection was also observed for those that passed during the year 2016 and for the work that still has to be done for individuals living with the disease.

Roll Call: The membership roll was called and the following were in attendance:

Robert Bailey	May Francis Baskerville
Darrell Brisbon	Jerome Cuffee
Pierre Diaz	Gwendolyn Ellis-Wilson
Todd England	Gregory Fordham
Beverly Franklin	Earl Hamlet
Lisa P. Laurier	Kanedra Nwajei
Michael Singleton	

Excused Members:

Rachael Artise	Tony Boston
Nysheena Daniels	Catherine Derber
Theodore Lewis	Doris McNeil
Cindy Walters	

Absent Members:

Aubrey Bates, Sr.	Drake Pearson
Alan Hughes	

Staff:

Christine Carroll-RW Program Manager
Thomas C.M. Schucker-PC Support
Teresa Malilwe-PC Support Staff

Introduction of Visitors:

The following visitors introduced themselves:

- Ashley Veal-Minority AIDS Support Services
- Ms. Mary Browder-Part B (VDH) Representative

Review and Approval of Minutes:

The Council reviewed minutes from the last meeting. A motion was moved by Lisa to approve the minutes as written and was properly seconded by May Francis. The motion passed.

Planning Council agenda:

- Planning Council Support with Collaboration from Grantee's Office.

Committee Reports:

Executive:

The committee did not meet in December and did not, therefore, present a report.

Quality Improvement and Strategic Planning:

The committee did not present a report because the scheduled meeting was cancelled.

Community Access Committee:

The Community Access Committee did not meet as scheduled. No report was, therefore, presented

Membership and Nominations:

The committee did not meet. However, the chair noted that two applications for Planning Council membership were received. The applications will be presented to the committee for review at the January meeting. She also noted that Michael and Darrell have since received their letters of appointment for Planning Council membership from the Mayor’s Office.

Priorities, Allocations and Policies:

The Priorities, Allocations and Policies Committee did not meet in December. However, the committee is still working to resolve the issue of the recommended Bylaw changes .and the recommendations from the City Attorney’s Office. Committee members were requested to be on the lookout for an e-mail related to assignments regarding this review in the next few weeks.

Program Updates:

RW Norfolk TGA Program Manager’s Report: The RFP for all services including Planning Council Support was sent to the Legal Department this week. The document has since been sent back to Purchasing with some edits. The RFP will be posted within the next few days. In this regard, the turnaround time will be extended. Council members were asked to encourage anybody in the community, who is interested in providing services to the Ryan White Population, to apply.

The committee chairs were reminded to start thinking and working on committee budgets for the coming fiscal year. The Grantee’s Office asked that the information be submitted to them by January 19th. There was concern regarding the date of submission because it might exclude input from members on the various committees that meet after January 19th.

Part B (VDH) Update: Ms. Browder presented the Part B update in the following VDH talking points. The report is as of December 15, 2016:

1. **ADAP Enrollment Numbers** as of 12/13/2016

Norfolk TGA ADAP enrollment numbers by program:		
	Clients	Percent
Traditional ADAP	537	28.7%
MPAP	137	7.3%
ICAP	74	4.0%

ACA	1125	60.1%
Total	1873	100.0%

2. ACA Open Enrollment

For January 1, 2017 effective date, clients need to enroll by December 15. However, if the client's 2016 plan is no longer available, the client can select an eligible plan, provide proof that their previous plan is not available and enroll as late as December 31, 2016 for a January 1, 2017 effective date.

Norfolk TGA ACA enrollment numbers for 2017 by carrier	Clients enrolled in 2016 that we have received 2017 information	Clients new to ACA for 2017	Clients enrolled in ACA in 2016 and we still need 2017 information	Totals
Aetna	6	1	5	12
Optima	143	25	877	1045
Care First	1	0	0	1
Innovation	1	2	0	3
Coventry	0	0	1	1
Healthkeepers	71	10	22	103
Total	222	38	905	1165

Insurance Enrollment Success

*For clients to be counted in the enrollment and re-enrollment numbers, all information must be received by VDH that would be required to make a premium payment and includes:

- Name of the Insurance Carrier
- Name of the Insurance Plan
- Premium Payment Amount, noting any tax credits
- Insurance Plan ID Number (not the Marketplace application ID)
- Maximum Out of Pocket (MOOP) amount for that policy
- Effective Date of Insurance
- Consent to Release and Share Information (from newly insured clients)

For insurance coverage which begins January 1, 2017, payment information for all re-enrollees and newly enrolled is needed no later than December 22, 2016 so the January premium can be paid.

Fax Update

To assist with the flow of AIDS Drug Assistance Program (ADAP) information if you receive a busy signal or no response when faxing to the ADAP fax (804-864-8050), please fax that information to secure fax 804-864-7629. Information can also be sent to the secure email address, HCS-invoices@vdh.virginia.gov. You must have previously registered to use the secure email inbox. If you have questions about or need information to register for the secure mail, please contact Sandy Peterson at sandy.peterson@vdh.virginia.gov or 804-864-7946.

Effective immediately, please begin using the fax number and secure email as an alternate method of providing information to ADAP. If you have any additional questions, please contact the Medication Eligibility Hotline at 1-855-362-0658.

Billing statements may also be mailed to the address below:

**Virginia Department of Health
HCS Unit, 1st Floor, James Madison Building
109 Governor Street, Richmond, VA 23219**

VA ADAP will not auto re-enroll clients and make a January 1 premium payment unless updated 2017 insurance information is received. Once updated 2017 premium information is received, a premium payment will be made, if applicable.

The Marketplace is automatically enrolling some clients who were insured through Optima onto Aetna if Optima is no longer available in an area. Clients still have the option of enrolling into another insurance plan.

Ramsell Cards

New Insurance Enrollees will receive a Ramsell card approximately 7-10 business days after premium payment has been processed. Please remind clients that the Ramsell card and their insurance card will be needed at the pharmacy to access medications.

Re-enrollees will also receive a new Ramsell card. The new Ramsell card is exactly the same as the old one. Clients can use the old card or the new card to access medications along with the new insurance card.

Communication

Virginia (VA) ADAP will hold monthly statewide calls for CACs and other enrollment assistors. These calls will provide information on ADAP enrollment, ADAP-approved insurance plans, tracking enrollment, premium payment requirements, and address any concerns or problems. **The next call will be held on Monday, December 19, from 12-1PM.** Dial 866-842-5779 and enter code number 8036961650 when prompted.

SERVICES

1. Eligibility certification and recertification

VDH thanks our partners and stakeholders for helping us to recertify or certify clients for ADAP (to make sure that their eligibility is up-to-date). Our current recertification/certification rate is **34.5%**. Our **goal is at least 92%**. HRSA legislation mandates that clients whose recertification is not up to date and complete are prohibited from getting Ryan White Part B services, including medication access, until their eligibility certification is up to date. There is **NO GRACE PERIOD!** Eligibility for RWHAP Part B services will be considered effective as of the client signature date on the completed Application/Recertification Form.

The Part B Program will not accept incomplete recertification applications. Starting January 1, 2017, VDH will discontinue ADAP and other Ryan White services to clients whose eligibility information is outdated. Clients with eligibilities completed before January 1, 2016 will be dis-enrolled from the program. To assure compliance with eligibility requirements, VDH will put an end or hold date on clients' accounts, if insured, through Ramsell. If clients are not recertified as eligible at that time, a denial will be triggered by claims at point of service. In order for the end date to be updated and for clients to be able to access medications again, clients would need to send updated eligibility/recertification information to the Virginia ADAP.

This same mandate applies to VDH contracted agencies. In order to be in compliance with RWB legislation, VDH is unable to reimburse agencies for services provided to clients whose eligibility was not current at the time of the

service. Ryan White Part B subrecipients must submit a list of clients and their eligibility end date with each monthly invoice for which they are requesting reimbursement for services to those clients.

Agencies will have to pay back money they received from Ryan White Part B/VDH for any unallowable services they provided clients. All agencies must maintain client eligibility documentation in one place in a client file on site. The following documentation is required to certify eligibility: Proof of HIV diagnosis; Proof of Virginia residency; Proof of income (at or below 400% FPL); insurance status. IRS Income tax form from the previous year is required for annual eligibility if a client files taxes.

2. Personnel

Kimberly Scott was promoted to Director of HIV Care Services effective December 10, 2016. Kimberly was the Assistant Director for HIV Services and Acting Director of HIV Care Services prior to her promotion.

VDH is recruiting for three HIV Services Coordinators (two for HIV Services monitoring and one for Pharmacy Benefits Management (PBM) and third party insurance monitoring). We will recruit for the Acting Director of HIV Care Services, Assistant Director of HIV Medication Access, and someone to assist with Quality Management (contract position).

VIRGINIA INTEGRATED HIV SERVICES PLAN

The Plan is now posted to our web site at <http://www.vdh.virginia.gov/disease-prevention/>. There will be an Integrated Plan PPT which will be uploaded to the website for anyone who wants to have a quick understanding of the Plan, instead of having to read the lengthy document. We can send the direct link to the Council at a later date. VDH is developing an implementation and monitoring plan.

VDH would like to ask Ryan White Part A Norfolk to keep us informed about the TGA comprehensive needs assessment process and how we can work together to address service gaps and meet the goals of our Integrated HIV Services Plan.

PREP

The Norfolk PrEP clinic is up and running, and they are actively screening and enrolling folks. The PrEP clinic at Three Rivers Health District is also screening and enrolling clients.

FPL

Virginia's Ryan White Part B program is considering aligning its income eligibility criteria with that of Maryland and D.C. They are increasing their client income eligibility to 500% or less of the Federal Poverty Level (FPL). Is this something that the TGA has discussed? What are your thoughts on this?

PSRA process

Ryan White Part B would like to know if the Norfolk TGA considers what Ryan White Part B services are available in the TGA during its PSRA process. Ryan White Part B covers the cost of ADAP medications and pays for Health Insurance Premiums and Co-pay Assistance for eligible clients. Is RW Part A planning to contribute funds for direct ADAP or ACA insurance premium assistance?

Part C Update: In the absence of the Part C Representative, no update was presented to the Planning Council

HOPWA Update: In the absence of the HOPWA Representative, no update was provided.

Other Business/Announcements:

Jerome stated that he has been Co-Chair of the Community HIV Planning Group (CPG) for the past two years. The Group held elections in December and he (Jerome) was re-elected Co-Chair for another two year term. He will, in this regard, bring useful information to and from that Group.

Gwendolyn stated that she still has five more “Calendars for the Fund Raising Project” (Beauty Beyond my Status) by M.A.S.S. for purchase by anybody interested. Please contact her if you need a calendar.

Adjournment: There being no further business, a motion was moved by Darrell and properly seconded by May Francis to adjourn the meeting. The motion passed. The Council will meet on Thursday, January 26, 2017 at 5:00 p.m.

Respectfully Submitted:

Jerome Cuffee – PC - Chair