

METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL
Quality Management Committee
Grady IDP
341 Ponce De Leon Ave Atlanta GA
March 3, 2016
10am-12pm

Members	Members
Nicole Roebuck(Chair) AID Atlanta (P)	Pamela Phillips RW Office Part B (P)
Trevor Pearson(Co Chair) Consumer Caucus (A)	Michael Coker RW Office Part B (P)
Latonya Wilkerson (D) AID Atlanta(P)	Denise Zeigler City of Atlanta HOPWA (A)
Sharon Kricun (D) Positive Impact (P)	Spencer Burton-Webb City of Atlanta HOPWA (P)
Ryan Woodbury (D) ANIZ (P)	Laura Carter Williams, (D) Grady IDP (P)
Stefanie Sparks (D) AIDS Legal Project (P)	Sanjay Sharma Grady IDP (A)
Sonya Wilson/Kim Douglass (D) Cobb BOH (P)	Suzette Thedford, DeKalb BOH (A) (P) <i>SC</i>
Nordia Edwards (D) Emory Midtown (A)	Michael Banner(D) Here's to Life (P)
Jennifer Creighton, Fulton BOH(D) (P)	Deborah Swinford/Jan Grissom (D) Clarke County (A)
Lisa Roland (D) Grady IDP (A)	Evan Pitts/ Marxavian Jones NAESM (A)
Aleta McClean/Kayla Anderson (D) Open Hand (A)	Deb Bauer (D) RW Office Part D (P)
Heather Wademan (D) Positive Impact (P)	David Holland, Emory (A)
Patricia Parsons/Latesha Whisby (Mercy Care) (P)	Melissa Beaupierre Grady IDP (A)
Beatriz Ramos/Stacy Coachman (D) Clayton County BOH (A)	Joseph Lynn, RW Part A (A)
Patrick Daly?Brian Edwards(D) AIDS Healthcare Foundation (P)	Yayne Fekadu, Georgia DPH (A)
Bridget Harris Ryan White Office Part A (P)	Adron Shepard(D) Recovery Consultants (P)
Sandra Vincent RW Office Part A (A)	Sean McIntosh, GA AETC (Morehouse) (P)
Michelle Fleetwood –RW Office Part A (P)	
Sambrero Browning, RW Planning Council(P)	

Absent (A) Present (P)

QUORUM:

{The presence of (3) active members of the Committee, Caucus, or Task Force shall constitute a quorum}

Yes No

CALL TO ORDER:

Meeting was called to order at 10:00 am.

APPROVAL OF AGENDA:

See attached copy

Motion:	
Motion to approve the agenda was passed unanimously	
Votes For:	Motioned by: Michael Coker
Votes Against:	Seconded by: Ryan Woodbury
Changes/Additions:	none

APPROVAL OF MINUTES:

Meeting Date: <i>March 3, 2016</i>	
Motion made to accept the <i>3/3/16</i> minutes were passed unanimously.	
Votes For:	Motioned by: Heather Wademan
Votes Against:	Seconded by: Sharon Kricun
Changes/Additions: None	

AGENDA ITEM # 1 _____ **AGENDA ITEM: Welcome and Introductions**
{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

Brief Summary of Discussion: New guests/members include: Akinlolu Fasanmi from Mercy Care Atlanta			Old Business
			New Business
<i>Motion: {If agenda item does not require a motion, indicate by noting “N/A”}N/A</i>			
<i>Action to be taken:N/A</i>			
# of Votes For:	# of Votes Against:	Motioned By:	Motion Passes
		Seconded By:	Motion Fails
			<input type="checkbox"/>
			<input type="checkbox"/>

AGENDA ITEM # 2 **AGENDA ITEM: 2016 QM WORKPLAN REVIEW AND PROGRESS UPDATES**

{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

<p>Goal 1A: Grantee (Bridget Harris) Reported that the QM Plan will be completed with the needed revisions by our April 7th, 2016 meeting.</p> <p>Goal 2A: End of year RW Part A site visits to agencies are still on schedule for March and April 2016. QM portion of the site visit will focus on review of progress to date on Corrective Action plans devised by each agency in response to areas of improvement needed.</p> <p>Goal 2B: QM Committee completed review of Peer Counseling standards during this meeting. The committee started the review of the Patient Navigation Standards and should be completed by the April QM committee meeting. The plan is still to complete development of the Medical Transportation standards in April as well. Upon review of the existing Peer Counseling Standards document, the following recommended changes included:</p> <p>1) Remove all references to “certified” peer counselor in the document as there is no State or county regulation for having certified peer counselors to provide RW services</p>	❖ Old Business
	❖ X New Business

- 2) Remove Crisis Management paragraph on Page 1 of the document as this is already stated in the body of the standards itself.
- 3) Replace all references of Site Visit to Program Monitoring instead
- 4) Section I.F added for 1 hour individual or group sessions for clients in need of mental/emotional support.
- 5) Section 1G removed reference to certification process. Kept 40 hours of training to include all the topics listed on the document **except for** Infection Control, Empowerment of Peers, General understanding and current contact information for the local HIV/AIDS, and Volunteer/employee rights and responsibilities(that should be a normal part of all agencies' employee/volunteer onboarding process)
- 6) Add Section I H. "Agency is contractually required to maintain documentation of the following which shall be made available to the grantee and the Health Resources Services Administration (HRSA) upon request and during Ryan White site visits. 1) Document the provision of psychosocial support services including: a) Types and level of activities provided b) Client eligibility determination
- 7) Section II.A. add "To the greatest extent possible peer staff and peer volunteers re HIV positive." (Grantee to confer with Atlanta Legal Aid about this language to ensure that there are no HR repercussions)
- 8) Section IIG change "2 hours" to "1 hour" of monthly supervision.
- 9) On Page 6 move Section III, IV and V to the beginning of the standards to align with the formatting of the other
- 10) Section VC. Revise sentence to read "An up to date release of information form exists and is signed by the client when his or her information is shared externally of the agency."

Goal 3A: QM committee will need to establish indicators for each additional standard of care developed, ie for Peer Counseling, Patient Navigation, Medical Transportation, and Child Care.

Goal 3B: RW Office is monitoring progress through site visit reviews. The RW Office did present recent results of the EMA's performance on HAB measures for the 2015-16 grant year which was inclusive of CAREWARE only data. One concern was about the PCP Prophylaxis measure where the EMA indicates only 28% of EMA clients receiving PCP Prophylaxis. They weren't sure what may explain this especially since in 2010 and 2014, the results were 92% and 85% respectively. One recommendation made again to the Grantee's office was to have a clear CAREWARE mapping tool that explains exactly where data must be entered for each HAB Measure. Grantee's office will be creating such a tool for agencies to use. Another area discussed included capturing the oral health exams in CAREWARE regardless of what funding source may have paid for the OH Exam. So for example if a patient received an OH exam through their Medicaid provider, this information is not captured in CW, however in reality the patient did have an OH exam and it should be reflected. If not it would falsely lower the compliance rate of our clientele. This could be said for other HAB measures such as Cervical Cancer screenings, Nutrition counseling that may have been provided to the patient without using RW Part A funds. The grantee indicated that they would take this under consideration for further discussion. Through the ongoing site visits, the grantee will evaluate each agency's performance on the HAB Measures and determine on an agency level what may some of the challenges being faced in meeting some of the benchmarks. For some agencies it may be a capacity issue, a data entry issue, lack of staffing issue, CW issue, etc. The grantee's office intends to have data from the site visit reviews available for the QM Committee to review at the June 2016 QM meeting.

Due to time constraints the QM Committee tabled the remaining review of the WorkPlan (Goals 4A,4B, 5A and 5B) in order to complete the Peer Counseling standards. We will update on those remaining goals at the next meeting in April.				
<i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}</i> N/A				
<i>Action to be taken:</i>				
# of Votes For:	# of Votes Against:	Motioned By:	Motion Passes	Motion Fails
		Seconded By:	<input type="checkbox"/>	<input type="checkbox"/>

AGENDA ITEM # 3 AGENDA ITEM: Part A updates

{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

Brief Summary of Discussion:			Old Business
<ol style="list-style-type: none"> Motivational Interviewing Training was provided to all funded agencies in February. CAREWARE Training will take place on April 26th and 27th. Training will include how to scan documents into CAREWARE. Agencies are scheduled to receive scanners in order to scan eligibility documents into CW for the purpose of reducing clients having to present the same eligibility documents to different RW agencies. April 22nd a 1st draft of the Integrated Plan will be available. There will be a review period of the plan in May. QM Committee should be prepared to also provide feedback regarding the plan. 			New Business
<i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}N/A</i>			
<i>Action to be taken:</i>			
# of Votes For:	# of Votes Against:	Motioned By:	Motion Passes
		Seconded By:	<input type="checkbox"/>
			<input type="checkbox"/>

AGENDA ITEM # 4 AGENDA ITEM: Part B updates

{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

Brief Summary of Discussion:			
<ol style="list-style-type: none"> Part B shared that since the Patient Access Network (PAN) Program which assisted clients with copay assistance for their medications has run out of funding, the State ADAP program will pick up clients who are in need of medication co pay assistance going forward. Part B is reviewing its QM Plan and Workplan and will be finalizing. They also will have three specific QI initiatives that the Districts will participate in over the next year. They are also conducting their Clinical and Case management chart reviews 			New Business

over the next few months.					
<i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}N/A</i>					
<i>Action to be taken:</i>					
# of Votes For:	# of Votes Against:	Motioned By:		Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:			

AGENDA ITEM # 5 AGENDA ITEM: Part D updates

{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

Brief Summary of Discussion:				New Business	
<ol style="list-style-type: none"> Part D is working on it's non-compete application which is due. Next Part D QM meeting is on March 14, 2016 They were happy to report that they initiated a PDSA QI improvement project to improve the number of mothers that were being linked into medical care post partum. Prior to the QI project, they had a 72% linkage rate. However in the last quarter (November-January), they now have a 100% linkage to care rate for all mothers post-partum! 					
<i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}N/A</i>					
<i>Action to be taken:</i>					
# of Votes For:	# of Votes Against:	Motioned By:		Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:			

AGENDA ITEM # 6 AGENDA ITEM: New Business/Announcements

{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

Brief Summary of Discussion:				New Business	
<ol style="list-style-type: none"> None indicated 					
<i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}N/A</i>					
<i>Action to be taken:</i>					
# of Votes For:	# of Votes Against:	Motioned By:		Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:			

WORKPLAN UPDATE: {Cut and paste segments from your Committee Workplan and provide updates in the “Progress to Date” column.}

SEE ATTACHED WORKPLAN UPDATE

NEXT MEETING DATE: April 7, 2016

NEXT MEETING TIME: 10am-12pm

NEXT MEETING LOCATION: Grady IDP P39

Time Meeting Adjourned: 12:00 PM

Attested by:  {Chair's Signature}

Minutes Approval Date: 4/7/16

