

METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL
Quality Management Committee
Grady IDP
341 Ponce De Leon Ave Atlanta GA
December 18, 2017
10am-12pm
Minutes

Members	Members
Nicole Roebuck(Chair) AID Atlanta (P)	Suzette Thedford(D), DeKalb BOH (P)
Trevor Pearson(Co Chair) Consumer Caucus (A)	Michael Banner(D) Here's to Life (P)
Latonya Wilkerson (D) AID Atlanta(P)	Ada Figueroa/Katherine English (D) Clarke County (P)
Sharon Kricun (D) Positive Impact (P)	Evan Pitts(D) NAESM (A)
Zina Age (D)/Francis Adams ANIZ (P)	Deb Bauer (D) RW Office Part D (P)
Stefanie Sparks/ JoQuita Etchison (D) AIDS Legal Project (P)	Melissa Beaupierre Grady IDP (P)
Sonya Wilson (D) Cobb BOH (P)	Lisa Roland-Grady IDP (P)
Nordia Edwards (D) Emory Midtown (P)	Alphonso Mills(A)
Stacey Coachman/Reggie Goddard (D) Fulton BOH (P)	Adron Shepard(D)/ Recovery Consultants (A)
Laura Carter Williams/Lisa Roland (D) Grady IDP (P)	Vacant, GA AETC (Morehouse)
Kayla Anderson/Shelby Utter (D) Open Hand (P)	Stephen Mollidrem, Community member (A)
Heather Wademan (D) Positive Impact (P)	Vivian Momah, GPACC (A)
Abigail Hicks (Mercy Care) (P)	Farzana Badrum-RW Planning Council (A)
Hawa Kone/Jasminda Johnson (D) Clayton BOH (P)	Joshua Stovall (A)
Tiffany Roan(D) AHF (P)	Sharon Lezama (A)
Bridget Harris Ryan White Office Part A (A)	Eric Parker (A)
Sandra Vincent RW Part A Planning Council (P)	Barry Sermons (A)
Jocelyn McKenzie -RW Office Part A (P)	Jonathan Perry (A)
Pamela Phillips RW Office Part B (P)	Katrina Barnes (A)
Amber McQueen RW Planning Council (A)	Jahnetta Williams-Emory (P)
Spencer B. Webb COA HOPWA (A)	Brandon Pruitt-Community (P)
Sanjay Sharma Grady IDP (A)	Chanel Scott Dixon-Grady IDP (P)

Absent (A) Present (P) Designee (D)

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 10:00am



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}}

New attendees/guests/members included: Kat English: Attending on behalf of Ada Figueroa at Clarke County BOH Kevin English, Attending on behalf of Aniz, Inc JoQuita Etchison, Attending on behalf of Stefanie Sparks at Atlanta Legal Aid	Old Business
	New Business
Motion: <i>{If agenda item does not require a motion, indicate by noting “N/A”}</i> N/A	
Action to be taken: N/A	

AGENDA ITEM # 2 APPROVAL OF AGENDA:

Chair forgot to send copy of agenda to the committee. Committee derived the agenda based on the items to be addressed from the August minutes.

Motion: Agenda was presented. One revision was made to move the Part D Update up on the agenda to after the approval of the minutes. Agenda was approved with revision.

Motioned By: Deb Bauer	Motion Passes YES	Motion Fails
Seconded By: Hawa Kone		

AGENDA ITEM # 3 APPROVAL OF MINUTES:

Meeting Date: <i>November 13, 2017</i> Motion made to accept the <i>November 13, 2017</i> minutes as presented		
Motioned By: Sonya Wilson	Motion Passes YES	Motion Fails
Seconded By: Reggie Goddard		

AGENDA ITEM #4 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: 1) Last QM meeting was on December 11, 2017. They reviewed their performance measures which are on target. Jocelyn McKenzie of the RW Part A office attended their meeting as well and provided a Part A Presentation. 2) Part D QM Workplan has been finalized and they have added treatment adherence to their measures. 3) The Part D Consortium consists of Someone Cares, Georgia Equality Foundation of Georgia, Sisterlove and the Grady Family Youth and Women’s Clinics.				Old Business
				New Business
<i>Motion: {If agenda item does not require a motion, indicate by noting “N/A”}N/A</i>				
Action to be taken:				
# of Votes For:	# of Votes Against:	Motioned By:N/A Seconded By:	Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:		

AGENDA ITEM # 5 AGENDA ITEM: 2017 Workplan Review and Close Out
{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

GOAL 1A: Review and update EMA QM Plan on an annual basis. Progress update: Objective was successfully accomplished. Goal completed! GOAL2A: Develop and review standards of care for funded services as needed and required. Objective was successfully accomplished. All CORE and non-CORE medical service standards were developed/ reviewed and updated to align with HRSA National Monitoring Standards and Policy 16-1602. Completed standards review for following standards: <ul style="list-style-type: none"> • OAHS • Oral Health • Medical and Non-Medical CM • Mental Health • Substance Use • Other Professional Services • Referrals for Health care and support • Psychosocial Support • Nutrition 	Old Business X
	New Business



- Food Bank/Delivered meals
- Medical transportation
- Child Care
- Linguistics services

Question was asked by Stephen Molldrem about the development of housing standards and whether this committee could be involved with that. Chair clarified that since RW Part A doesn't fund housing such as that provided through the HOPWA program, it wouldn't be under our purview to develop standards, however the committee agreed that if HOPWA wanted our assistance with developing such standards, we would be willing to be involved in that process. Also clarified that the City of Atlanta HOPWA program has a designated slot on the RW Planning Council and was also an active member of the QM Committee up until about 2 years ago. Chair wasn't sure why the HOPWA representative was no longer attending.

GOAL 2B. Monitor EMA compliance with standards of HIV related care.

RW Part A office is still conducting 2017-18 FY agency site visit reviews through February 2018. Overall results and report for the EMA regarding compliance with standards will be available in April 2018.

GOAL 3A: Develop, review and update performance measures for funded priority categories. Objective was successfully accomplished.

GOAL 3B. Monitor progress of EMA's performance on performance measures.

Objective was successfully accomplished. The RW QM Coordinator provides thorough progress reports of the EMA performance measures on a quarterly basis. The QM Committee reviews and discusses the implications of the results and determine EMA trends, and provide recommendations for addressing. This objective is continual.

GOAL 4A. Establish EMA Wide Quality Improvement initiatives.

Objective was successfully accomplished. Three quality improvement projects were established and are still in progress.

GOAL 4B. Promote and implement EMA Wide Quality Improvement initiatives.

CW QI Project updates:

Objective was successfully accomplished. QI Projects were launched. Results from the Lobby Wait Time project are still being compiled and analyzed in order provide a full report. The Linkage project is still underway and the CAREWARE (administrative project) has been slightly delayed due to staffing vacancy (RW Database Administrator position.)

GOAL 4C. Ensure that QM trainings are offered to agencies and consumers in



the EMA.

RW Part A Office held and conducted a Quality Management Bootcamp in February 2017 for all agencies. The RW Office also provided agencies with the opportunity to attend a free Lean Six Sigma training at Georgia Tech School of Business (2/27-3/3/17). Additional information about ongoing online NQC trainings were also offered to agencies. Trevor Pearson (QM Co-chair) provided QM 101 training for agency Consumer Advisory Boards, and continues to make himself available to all agencies. Stephen Molldrem who is now

GOAL 5A. Engage other HIV funded programs in Quality Management planning and Improvement Initiatives.

There continues to be strong collaboration between RW Parts A, B and D and the Part A Consumer Caucus funded programs. This year we had success with engaging the State Georgia Prevention and Care Council coordinator, Vivian Momah in the Quality management committee. As a result of this relationship, GPACC has created a RW Part A QM membership slot that the QM chair occupies, as well as a RW Part A council membership slot, which the RW Part A Council Coordinator occupies. An invitation was sent by the QM Chair to Derick Wilson (new HIP Program Administrator), and he indicated that Lorraine Austin of the Fulton County Health Department will hopefully be able to attend going forward.

GOAL 5B. Promote the coordination of prevention and care quality improvement activities. Collaborations are ongoing. See respective updates from Parts A, B, D and Consumer Caucus. Hopefully we can get brief updates from the Prevention groups in 2018 at upcoming meetings.

*Motion: {If agenda item does not require a motion, indicate by noting "N/A"}
N/A*

Action to be taken:N/A

# 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: Integrated Plan Update

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

<ul style="list-style-type: none"> Sandra Vincent of the RW Part A Planning council announced that there will be a joint planning session regarding the integrated plan on Friday January 26th from 10am-2pm at the Loudermilk Center. RW Part A Committee Chairs and Co-chairs will be required to attend. Other representatives from the HIV Programs at the State and at Fulton Health Department have also been invited to attend. It will be open to anyone 	Old Business X
	New Business



interested, more information will follow in the upcoming weeks regarding.				
Motion: {If agenda item does not require a motion, indicate by noting "N/A"} N/A				
Action to be taken:N/A				
# of Votes For:	# of Votes Against:	Motioned By:	Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:		

AGENDA ITEM # 7 AGENDA ITEM: QM Part A Update

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

<ul style="list-style-type: none"> Jocelyn McKenzie reported that the Outside Review Committee (reviews the RW Part A applications recently submitted for funding consideration), will be handled differently this year. Agencies will have a set schedule to attend segments of the ORC session. Agencies will no longer attend the entire ORC session (which usually last for 6 days). No additional explanation was available regarding. RW Part A Office is planning to conduct/host at least two known trainings for agencies this year (QI Bootcamp and Medical and Non-Medical case management). QM Committee attendees were asked to complete the QM Training Interest Survey distributed at today's meeting for members to indicate preferred dates for QI Bootcamp and CM trainings, and to indicate any other training interests. 			Old Business X	
			New Business	
Motion: {If agenda item does not require a motion, indicate by noting "N/A"} N/A				
Action to be taken:N/A				
# of Votes For:	# of Votes Against:	Motioned By:	Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:		

AGENDA ITEM #8 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:			New Business	
1) The Part B QM team are still conducting their Clinical/CM chart reviews across the state and will be conducting those through the end of March 2018.				
2) Part B is currently recruiting for the following positions: Nurse Consultant, Data Manager and the CAREWARE manager role.				
Motion: <i>{If agenda item does not require a motion, indicate by noting "N/A"}N/A</i>				
Action to be taken:				
# of Votes For:	# of Votes Against:	Motioned By: N/A	Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:		

ANNOUNCEMENTS: Sandra Vincent informed the committee that the Atlanta Area Outreach Initiative will be held on February 3rd and that any agencies that may be interested in placing an Ad in the booklet or conducting a workshop session at the event, should contact her directly.

WORKPLAN UPDATE: See attached 2017 workplan close out and 2018 Workplan

NEXT MEETING DATE/TIME: Thursday January 4, 2018 at 10am-12pm

NEXT MEETING LOCATION: Grady IDP P40

Time Meeting Adjourned: 12:00 PM

Attested by: _____

Minutes Approval Date: _____

APPROVED
BY: *Nicole Roubach*

{Chair's Signature}

