

For Sandra Vincent

**METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL**  
**Quality Management Committee**  
**Grady IDP**  
**341 Ponce De Leon Ave Atlanta GA**  
**October 5, 2017**  
**10am-12pm**  
**Minutes**

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

**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 included: Farley Ezekiel, Atlanta Legal Aid Society Sandra Metcalf, Nurse Consultant RW Part B Stacy Bolling, Care Coordinator-Grady IDP Ryan Woodbury, Care Coordinator-Grady IDP Katherine Heika, Social Worker, Emory ID Rachel Powell, Epidemiologist RW Part A Jahnetta Williams, Research Coordinator Emory ID Jenetter Richburg, Director of Client Services, AID Atlanta	<b>Old Business</b>
	<b>New Business</b>
<b>Motion:</b> <i>{If agenda item does not require a motion, indicate by noting “N/A”}</i> N/A	
<b>Action to be taken:</b> 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.*

<b>Motion:</b> Agenda was approved as derived by committee
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Motioned By: Deb Bauer	Motion Passes  YES	Motion Fails
Seconded By: Sharon Kricun		

**AGENDA ITEM # 3 APPROVAL OF MINUTES:**

Meeting Date: <i>September 7, 2017</i> Motion made to accept the <i>September 7, 2017</i> minutes as corrected. Date on Pg 3 should have been September 6, 2017 for the RW Part B QM CORE meeting.		
Motioned By: Heather Wademan	Motion Passes  YES	Motion Fails
Seconded By: Stefanie Sparks		

**AGENDA ITEM # 4 AGENDA ITEM: 2017 Workplan Review**  
*{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><b>GOAL 1A: Review and update EMA QM Plan on an annual basis. Progress update:</b> QM Plan was updated and reviewed at July 2017 meeting. Complete!</p> <p><b>GOAL2A: Develop and review standards of care for funded services as needed and required.</b> Completed the Standards review and approval of categories: Medical Case Management and Non-Medical Case Management. Committee has the following remaining standards to review/update: medical transportation, nutrition, Oral Health, linguistic services, and childcare.</p> <p><b>GOAL 2B. Monitor EMA compliance with standards of HIV related care.</b> RW Office still are in the process of conducting site visits with agencies to assess contract compliance and compliance with QM standards. An update on outcomes/trends/etc will be provided by the RW office once completed.</p> <p><b>GOAL 3A: Develop, review and update performance measures for funded priority categories.</b> Performance measures were established and updated.</p> <p><b>GOAL 3B. Monitor progress of EMA's performance on performance measures.</b> 2<sup>nd</sup> Quarterly QM report updates were provided by RW QM Office, Jocelyn McKenzie. See attached reports. RW Office also encouraged agencies to clean up their data in preparation for end of the year. Agencies will be receiving scorecards to show their progress on HAB measures, areas of improvement will be identified and a plan to improve will be established. Dates to come regarding.</p> <p><b>GOAL 4A. Establish EMA Wide Quality Improvement initiatives.</b> QI initiatives were established and are being implemented.</p> <p><b>GOAL 4B. Promote and implement EMA Wide Quality Improvement initiatives. CW QI Project updates:</b> Wait time QI Project has begun. RW Office hired consumers to be the program assistants with the project. Updates regarding the QI projects are attached in the reports.</p> <p><b>GOAL 4C. Ensure that QM trainings are offered to agencies and consumers in the EMA.</b></p> <p>Update regarding Patient Navigation training: Bridget Harris indicated that there will not be a RW funded training for Patient Navigation and she wasn't aware of plans to work jointly with the AETC regarding. Questions from RW A agencies about Technical assistance/training needs should be directed to their project officers. The AETC is also an option that agencies can contact individually to request training assistance. Clarification was also made that the Patient Navigation standards are in place and fall under Psychosocial Standards, and agencies should reference those standards for training of their Patient Navigation staff. The RW Office is exploring the possibility of providing a medical and non medical case management training. More information to come regarding.</p>	<p>Old Business X</p> <hr/> <p>New Business S</p>
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**GOAL 5A. Engage other HIV funded programs in Quality Management planning and Improvement Initiatives.**

No further updates

**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.

*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 # 5 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"> <li>• New staff person joined the RW A team, Rachel Powell as their new epidemiologist.</li> <li>• RW A Office is working on their RFP due to HRSA on October 31, 2017.</li> <li>• Database position is still vacant. All agency questions, issues regarding CAREWare should be directed to Jocelyn McKenzie and their project officer.</li> </ul>			Old Business X	
			New Business	
<i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}</i>				
N/A				
<i>Action to be taken:N/A</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: 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}}*

<b>Brief Summary of Discussion:</b>					
1) Part B is working to refill their vacant data manager position.				<b>New Business</b>	
2) QM Clinical and CM chart reviews at district sites are being pushed out to March 2018.					
3) Next QM CORE meeting will be in December (date to be determined)					
<b>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}N/A</b>					
<b>Action to be taken:</b>					
# of Votes For:	# of Votes Against:	Motioned By:N/A		Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:			

**AGENDA ITEM #7 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}}*

<b>Brief Summary of Discussion:</b>				<b>Old Business</b>	
1) Last QM meeting was on September 18, 2017				<b>New Business</b>	
2) Part D is partnering with two new agencies, Someone Cares and GA Equality					
3) Next Meeting is in December.					
<b>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}N/A</b>					
<b>Action to be taken:</b>					
# of Votes For:	# of Votes Against:	Motioned By:N/A		Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:			
		Seconded By:			

**AGENDA ITEM # 6 AGENDA ITEM: Consumer Caucus/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}}*

<u>Consumer Caucus Update</u>	<b>Old Business</b>
<ul style="list-style-type: none"> <li>o Reggie Dunbar gave a brief update in Trevor's absence</li> </ul> <p>Caucus is working to address issues of housing with the City of Atlanta and other HOPWA funded agencies to ensure the policies are being properly interpreted and implemented and that consumers are getting better access to housing as this impacts their ability to remain adherent to care.</p>	<b>X</b>
	<b>New Business</b>

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

**ANNOUNCEMENTS:**

- 1) Positive Health Impact Health centers have moved to Decatur, GA. 523 Church Street, Decatur GA. Their Duluth office is also moving sometime in November to a new location in Duluth.
- 2) AIDS Healthcare foundation's 30<sup>th</sup> Anniversary is on October 26<sup>th</sup> at the Academy of Medicine. All community members and partners are invited to attend.

QM chair will send out reminders to QM committee for these two announcements.

**Other recommendations:**

- QM Chair asked if Parts B, D representatives can elaborate more(during their updates) on any QI activities they are working on and any best practices, etc they may share with the Part A Q committee.
- Bridget Harris requested that QM chair please include copies of QM minutes, workplans, etc. to the chairs of the Assessment and Comprehensive Planning committee to keep them abreast of activities happening in QM. QM chair to oblige request.

**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:** November 2, 2017  
**NEXT MEETING TIME:** 10am-12pm  
**NEXT MEETING LOCATION:** Grady IDP P40  
**Time Meeting Adjourned:** 12:00 PM

Attested by:       *Meredith Poehlein*       {Chair's Signature}  
 Minutes Approval Date:       11/13/17      





