Ryan White Planning Council: Assessment Committee

# Proceedings

August 7, 2013

9:30-11:30

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| Attending  |
| * Steven Bales, AID Gwinnett
* Katrina Barnes, Consumer Caucus
* Angela Corbin, Fulton County Health and Wellness
* Gwen Davies
* Michael DeMayo, SEATEC
* Michelle Fleetwood, Ryan White Part A Staff
* Alecia McFarlane, SEATEC
* Jeanette Nu’Man, Community
* Katie Moore, Cobb/Douglass Department of Public Health
* Tony Redmon, Consumer Caucus
* Peter Thibodeaux, Community
* John Warchol, Atlanta Legal Aid
* Kathy Whyte, Ryan White Special Project Staff
* Avery Wyatt, DeKalb Department of Public Health
* Sandra Vincent, Ryan White Planning Council Staff
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Discussion items:

**Review revisions to report**

* Additional edits were made to the report
	+ Move abstract below task on page 3
	+ Capitalize ‘CARE’ in CAREWare
	+ Replace Figure 1 map to depict the entire state of Georgia
	+ Format table caption, Table 6
	+ Edit language, correct spellings, and remove capitalizations of medical terms in paragraphs 1 and 2, page 10
	+ Remove percent symbol in text rows on all tables, carry out all percentages one decimal point for consistency
	+ Adjust font size of first paragraph of “unmet need” section
	+ Add Cobb County to Figure 2 map
	+ Edit second sentence of paragraph 3 of “Location of Services” section
	+ Remove colon at the end of paragraph 5 of “Location of Services” section
	+ Adjust spacing to accommodate bullets in “Recommendations” section
	+ Change heading “Area of Further Study” to “Area for Further Study”
	+ Adjust footers
	+ Grammatical and typographical edits
* Edits will be sent electronically to the committee. Any additional edits can be sent to Jeanette via email.
* The final document will be sent to Sandra for printing.
	+ Printed reports will be disseminated to all Part A providers and members of the Executive Committee of the Planning Council
	+ The report will be posted on the Ryan White Program web site to be accessed by members of the Planning Council

**Discuss September report**

* A presentation of the research and findings will be presented to the Planning Council during the September meeting, September 19th.
* The presentation will:
	+ Approximately 20 minutes
	+ Present
		- Task
		- Process/Methodology
		- Findings
		- Recommendations
* The presentation will be delivered by co-chairs, Steven and Timothy
* Steven and Timothy will coordinate development of presentation and be prepared to review with Assessment committee during September meeting

**New Task**

* Subsequent to the symposium on the Affordable Care Act on August 1st, the Assessment committee was asked to take on a new task:
	+ Planning Under Uncertainty
		- Preserve and expand continuum/quality of care
			* Locate and organize data on hand
				+ Current services
				+ Service network clusters
				+ Estimated number of affected clients
				+ Examine capacity needs
				+ Cost and reimbursement information
				+ Identify additional data needs
			* Analyze data and use to generate strategies
				+ New partnerships
				+ Collaborations
				+ Capacity building
				+ Project expansion needs
				+ Resource development needs
* The committee decided to work on the new task as an entire committee instead of forming an ad hoc group
	+ The committee will:
		- Identify and gather relevant data and generate list ( August 31st)
		- Generate research questions
		- Identify data gaps and next steps (September 30th)

**Plan September meeting**

* September 4, 2013
* 9:30 – 11:30 AM
* Positive Impact
	+ Review list of data
	+ Generate research questions
	+ Identify data gaps and next steps
	+ Schedule series of conference calls to work on task
	+ Review September 19th presentation to planning council
	+ Identify population that is the focus of new task