

METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL
Quality Management Committee
Grady IDP
341 Ponce De Leon Ave Atlanta GA
April 7, 2016
10am-12pm

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

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: Deb Bauer
Votes Against:	Seconded by: Pamela Phillips
Changes/Additions:	none

APPROVAL OF MINUTES:

Meeting Date: <i>April 7, 2016</i>	
Motion made to accept the <i>4/7/16</i> minutes were passed unanimously.	
Votes For:	Motioned by: Mac Coker
Votes Against:	Seconded by: Stefanie Sparks
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:			Old Business	
New guests/members introduced included: Rhea Green from Mercy Care Atlanta Intern Dina Delva from Aniz Kayla Andersen from Open Hand Robin Myers from Clarke County				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				
# of Votes For:	# of Votes Against:	Motioned By:	Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:		

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}}

Goal 1A: Part A Grantee staff Bridget Harris indicated that the revised QM Plan was not completed. She was awaiting the official feedback from HRSA site visit to incorporate into the plan. The intention is to have it completed by August 2016 in accordance with the Work plan deadline.	Old Business X
Goal 2A: End of year RW Part A site visits to agencies have been pushed back with the expectation to have completed by end of May. 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.	New Business X

Goal 2B: Patient Navigation Standards were completed by Bridget Harris and shared with committee for final edits. Additional changes were made:

1) Section IIE E should read: “ Patient navigation staff must complete initial training prior to providing direct services to clients (See minimum training requirements under Policies and Procedures in Section I.G.)

Patient Navigation standards are now completed.

Medical Transportation Standards: Chair shared medical transportation standards from other cities as well as the monitoring standards for MT from HRSA.

Bridget Harris provided the standards for committee to review and edit. Edits made include:

1) Pg 1 under definition, add Public transportation to types of allowable transportation services allowed.

2) Formatting issue on page 2. Letter headings need to be reordered. (Eg “F” should follow “E” instead of “H”)

3) Formatting issue, move “Access to Services” Section to the beginning of the document to be in alignment with the ordering of all the other standards.

Medical Transportation Standards have been reviewed and approved by the committee for publishing.

A couple of questions were asked/discussion points raised about medical transportation in general:

1) Must the medical transportation service be documented in the client chart?

RW Office indicated that it would be suggested however not required. Some agencies use a transportation log which is also acceptable. Committee asked for agencies to share their RW Transportation logs with other committee members.

2) Can RW transportation services be used to get a client into medical care (without eligibility proof). Yes transportation can be used even if client may not have all of their eligibility documents, in order to link them into care.

3) Dr. Holland informed the committee that Fulton TB Program actually has a TB van that is not used every day, and could be a possible option for transporting clients to clinic as well. Further exploration is warranted.

Bridget Harris requested that we review the universal standards at the next meeting instead.

Goal 3A: Once all of the standards are completed, the QM Committee will establish indicators for those standards that do not have indicators/benchmarks of success. We anticipate to be able to complete the indicators by August or September 2016.

Goal 3B: RW Office are conducting site visits to determine agency progress on corrective action plans.

Suggestion was made by Bridget Harris to separate Objective IVA. Committee agreed.

Goal IV A: Now will read : “Establish EMA Wide Quality Improvement initiatives” In the upcoming May meeting, the QM committee will need to determine a QM initiative to focus our improvement efforts this year.

Part B indicated that they have decided to focus on the following three initiatives this year: Dental, Missed Appointments, and Gap Measure.

Goal IVB: Added: “ Promote EMA Wide Quality Improvement initiatives” Add
Strategies: **A.** Prioritize, select and implement annual EMA Wide QI project. **B.** Promote QI project across funded agencies and track progress **C.** Provide trainings to ensure that agencies are equipped to provide improved services. Once QM project is identified in May meeting, RW Office will begin to formulate plan to inform agencies of the selected QI Project, and then will continue to track through site visits and data pulls.

Goal IVC Deb Bauer and Mac Coker agreed to provide a 10 minute presentation training on the PDSA improvement process at the next meeting.

Goal VA: Committee will determine opportunities between Parts A and B to determine joint QI projects.

Goal VB: Committee discussed a need to determine how we will measure the progress of the joint Integrated Plan (Prevention and Care). Bridget Harris will be able to provide strategies from the finalized integrated plan to determine ways to track progress.

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

Action to be taken:

# of Votes For:	# of Votes Against:	Motioned By:	Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:		

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: <ol style="list-style-type: none"> Project Officer position is currently vacant CAREWARE Training will take place on April 26th and 27 will be held at the RW offices at 131 Peachtree street HRSA will be changing the National Monitoring standards once again. Details to follow. Part A is still on target to provide the first draft (of Part A input) for the Integrated Plan on April 22nd. RW will be updating the Subservices document to align with HAB measures and other updates with services. The RW Part A RFP will be due earlier than normal in August of 2016. 	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:</i>				
# of Votes For:	# of Votes Against:	Motioned By:	Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:		

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:				New Business
<ol style="list-style-type: none"> Next QM Part B Core Meeting will be held on March 28th in Macon. Part B's new FY has started on April 1, 2016 Part B has completed three documents: ADAP/HICP Policy and Procedure Manual 2016, Case Management Standards of Care and the 2016-17 Part B QM Plan 				
<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"> Next Part D QM meeting is on June 13, 2016 where they will be reviewing progress on 3rd Qtr indicators HRSA site visit will be on July 11-12th Issue of merger of Part C and Part D funding/program is still a looming possibility. 				
<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	
1. Chair reported that Spencer Burton Webb of HOPWA wanted to remind everyone about the HOPWA RFP that is available for agencies to apply for HOPWA Funding for 2017.				
<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 <input type="checkbox"/>	Motion Fails <input type="checkbox"/>

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

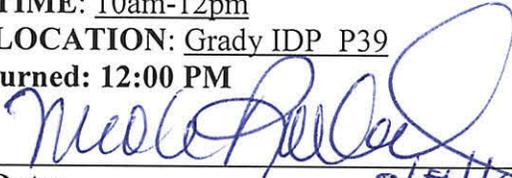
SEE ATTACHED WORKPLAN UPDATE

NEXT MEETING DATE: June 2, 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: 5/5/16

