

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Quality Improvement & Strategic Planning Committee Minutes
Tuesday, May 17, 2022: 4:00 p.m.**

Call to Order:

The QISP Committee meeting was called to order, at 4:07 p.m. The Chair welcomed committee members to the meeting. The following members were in attendance:

Roll Call

Present:

Ashley D.D. Brown
Clay Porter
Jerome Cuffee
Dr. Kearney
Doris McNeill
Vonda McKeithan-EVMS

Recipient/PC Support Staff:

Marsha Butler
Deryk M. Jackson
Thomas Schucker
Teresa Malilwe

Absent:

Rhonda Russell
Syreeta Dawkins

The committee had a quorum to vote on recommendations.

Moment of Silent Reflection:

A moment of silence and reflection was observed for people living with, and those infected and affected by HIV/AIDS.

Confirmation of Notice of Meeting:

The notice of meeting was not posted on the website and there were no responses from Sub-Recipients.

Review of Minutes from last meeting:

The committee reviewed minutes from the last meeting. A motion was moved by Jerome and seconded by Doris to accept the minutes as written. The motion passed.

Review of the P-CAT:

For the meeting of May 17th, the committee will:

- Review P-CAT for progress
- Review Implementation of Norfolk TGA Integrated HIV Prevention and Care Plan
- Review TGA Quality Assurance Outcomes (e.g., chart reviews, service standards adherence)
- Review/Provide Input for the Recipient's Quality Improvement Plan
- Define Needs Assessment
- Coordinate Data Provision on Outcomes to the Priorities, Allocations and Policies (PA) Committee for the PSRA Process.

The committee is on track with the Planning Council Activity Timeline. However, Support Staff will present, at the next committee meeting for review, the revised current P-CAT for FY

2022/2023. The fiscal year starts March 1st. Support Staff will update the P-CAT for all sub-committees in accordance with some of HRSA/HAB guidelines.

Review TGA Quality Assurance Outcomes:

With regard to the TGA Quality Assurance Outcomes, there is currently, no staff person in that position to carry out these duties.

Review Implementation of the Norfolk TGA Integrated HIV Prevention and Care Plan:

Support Staff will present a report on the Norfolk TGA Integrated HIV Prevention and Care Plan at the June 21st Committee meeting.

Review/Provide Input for the Recipient's Quality Improvement Plan:

The Recipient Staff will have the updates to the committee at the June 21st committee meeting.

Coordinate data provision on Outcomes to the Priorities, Allocations and Policies Committee for the PSRA Process:

Support Staff are still waiting on clarification from HRSA/HAB on the Priority Setting and Resource Allocations Process. There is indication, however, that there will be guidance on what the PSRA should look like and how the TGA will continue for this year without the competitive grant application. If there is a response from HRSA prior to the next QISP Committee meeting, Support Staff will send out a brief summation of the response to the committee.

Review Part A Norfolk TGA Service Standards:

As a result of PCN-21-02 the committee recommended that the Norfolk TGA Part A will establish client recertification for eligibility every 12 months. Support Staff will make all revisions to the Service Standards as recommended by the Committee.

A work group that will represent each Sub-Recipient will meet on Wednesday, May 18th to review and discuss Medical Case Management Service Standards. Medical Case Management Service Standards were adopted from Part B and some processes are proving to be a challenge. The working group will be looking at the Service Standards paperwork to see how it should work for the TGA.

Part A Norfolk TGA Needs Assessment:

The committee initiated a survey for the Needs Assessment but left enough room to make additional revisions if necessary. Support Staff will email the survey tool to the committee for review prior to the June 21st meeting. The committee will finalize the survey and will present it to the Planning Council at the June 30th meeting for discussion and a vote. Support Staff will be responsible for the distribution and collection of the data through Survey Monkey. Support Staff will do the analysis of the data and will present a report to the committee for final review. There will be high level recommendations coming out of the data from the Needs Assessment report but will also ask the Recipient's Office and the Planning Council for recommendations that should be incorporated into the final draft report.

It will be an integral part to recruit the Sub-Recipients and community partners to get the survey out on time. The committee was requested to start thinking about who the people are who will get the links. Support Staff will design the palm cards which will be distributed to various interest

parties including agencies, hospitals, private doctors' offices, etc... The designed palm cards will be presented to the committee for review at the June meeting.

The committee talked about the target number of respondents for the survey. There are currently about eight thousand (8,000) clients served in the TGA. The target, therefore, will be, at least 10% of eligible PLWH/A in the TGA. For best results, the Council and the committee will assist in the distribution of the palm cards and the survey.

As the Council is going through the process of the Needs Assessment, the committee was, additionally, requested to think whether they have the questions that they need answers to. And to ensure that the responses align with the demographics that the Planning Council would like to address. The ultimate goal of the Needs Assessment is to identify needs, barriers, and gaps. COVID-19 questions were also included in the survey.

Announcements by Members:

On June 19th, the AIDS Resource Center will hold a virtual program called, Question, *Persuade and Refer* from 10:00 a.m. to 11:00 a.m. You learn three simple steps to save a life from suicide.

MASS is having a Community Day at the Doris Miller Building in Newport News on Saturday, May 21st from 9:00 a.m. to 3:00 p.m.

Next Committee Meeting:

The next committee meeting will be Tuesday, June 21st at 4:00 p.m.

Adjournment:

With no further business to discuss, a motion was moved by Jerome and seconded by Doris to adjourn the meeting. The motion passed.

Respectfully Submitted:

Ashley D.D. Brown - Co-Chair