

Planning Council

Date of meeting: July 18, 2017

Time started: 5:45 p.m.

BCHD Staff:
A. Ferrari
S. Pelham
L. Wagner

PCSO Staff:
V. Graves
C. Lacanienta
J. Stenhouse

Present: K. Arbaugh D. Kelly
L. Bank J. Keruly
D. Brewer V. Lathan
P. Chaulk H. Lambert
M. Cole J. Loken
J. Fleming T. Luft
C. Foxx E. Nicholson
J. Furtado M. Poku
J.P. Gomez D. Rivera
C. Harvey M. Scriber
G. Jones-Childs C. Smith
B. Ward

** Participated
via
teleconference*

Absent: R. Buchanan-Gunthrop O. Njuhigu

Visitors: S. Campbell M. McVicker
P. DeMartino V.M. Millhouse
R. Gudlavaletti A. Patterson
D. Lohan V. Woolums
F. Mena-J. Wright
Carrasco S. Zisow-McClean

Handouts:

- Planning Council Packet (OPCE, July 2017).
- Planning Council Packet (July 2017)
- FY17 April YTD Expenditure Summary (BCHD, 2017)
- Evaluation Results (PCSO, 2017)
- FY17 Carryover Recommendations
- Standards of Care (AIDS Assistance Program, Emergency Financial Assistance, Food Bank, Housing, Medical Case Management, Medical Nutritional Therapy, Medical Transportation, Non-Medical Case Management, Substance Abuse Residential, Substance Outpatient)

Introductions

Planning Council

- The meeting convened with quorum at 5:35 p.m. and introductions were made.
- D. Brewer asked for a moment of reflection.

Approval of Minutes

Committee

- D. Brewer asked the planning council to review the minutes of the June council meeting.

Motion: To accept the June meeting minutes as written.

Made by: C. Smith

Second: M. Scriber

Action: Passed

Opposed: 0

Abstained: 0

Special Report

C. Lacanienta, OPCE

- C. Lacanienta presented the special report.
- C. Lacanienta stated that the support office would continue working to provide the council with updated information on the health care discussion.
- C. Lacanienta stated that the council should stay tuned for information coming from the commissioner of health.

Chair's Report

D. Brewer, Chair

- D. Brewer presented the chair report to the planning council.
- D. Brewer thanked everyone for attending.
- D. Brewer stated that the priority setting conference was held on July 13th through 14th.
- D. Brewer thanked V. Meeks for hosting the council again.
- D. Brewer thanked the Office of Policy and Community Engagement.
- D. Brewer also thanked Deputy Commissioner Dawn O'Neill, Assistant Commissioner Patrick Chaulk, Dr. Lin Ferrari, Sonney Pelham.
- D. Brewer also thanked the BCHD staff that supported the conference; Stephon, Natalie, Joan, Rodrigue, Nargis, and Dr. Darrell Wheeler.
- D. Brewer stated that on July 25th, the health department would host a community conversation on HIV, STD and clinical services. All planning council members were encouraged to attend.
- D. Brewer stated that the support office would be presenting an update on the health care discussions. She asked that the council listen carefully.

Ryan White Part A Update

L. Wagner, BCHD

- S. Pelham presented the Part A report.

HRSA Updates:

- S. Pelham stated that the monthly HRSA call was held on Monday, June 19th. Lt. Worrell recommended that the council have a 5% increase scenario and a 5% decrease scenario at priority setting.
- S. Pelham stated that the next HRSA conference call would be held on Monday, July 24th.
- S. Pelham stated that the final FY17 RW Part A-MAI award is \$17,008,996 (\$148,846 less than the total FY16 award).
- S. Pelham stated that the Baltimore EMA received a score of 97 on its FY17 HRSA application.

Program Updates:

- S. Pelham stated that \$13,071,212 of the final FY17 award would be allocated to Part A direct services and \$1,386,435 to MAI.
- S. Pelham stated that \$210,000 in FY17 CQM administrative dollars would not be able to be absorbed this fiscal year. It will be moved to Part A direct services for a total of \$13,281,212 distributed to the providers.
- S. Pelham stated that the Ryan White staff would have the final draft recommendations for priority setting by Friday, July 7th.

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- S. Pelham stated that 72% of the FY17 Ryan White contracts are completed and signed.
- S. Pelham stated that one site visit had been conducted in May, one in June, and three are scheduled for the month of July.
- S. Pelham stated that every provider is scheduled for a site visit in this fiscal year.

CQM Updates:

Service Standards/Standards of Care

- L. Wagner stated that the last round of standards were sent to the COCC for approval.

Provider Brief and FY '17 Quarterly Narrative

- L. Wagner stated that the following documents were sent to providers:
 - Provider Brief including the EMA Care Continuum and FY '17 goal for retention in care
 - Updated FY'17 Quarterly Narrative
 - Root Cause Analysis Template
 - Updated Provider Deliverables Schedule
 - Policy Clarification Notice (PCN) 15-02: Clinical Quality Management
 - PCN 15-02 Frequently Asked Questions (FAQs)
- L. Wagner stated that the QI quarterly narratives are due July 28th.
- L. Wagner stated that providers would submit their updated quality management plans by August 30th to their programs officers.

Maryland Regional Group

- L. Wagner stated that the current cooperative agreement between HRSA and the National Quality Center (NQC) is currently scheduled to end June 30, 2017. NQC is the sponsor for the Maryland Regional Group and other regional groups across the Ryan White network; the organization also provides quality management technical assistance to Ryan White grantees. In the event that the cooperative agreement is not renewed, members of the Maryland Regional Group are dedicated to continuing the work set forth by the NQC.
- L. Wagner stated that the Maryland Regional Group met on June 19th to discuss the future direction of the group. The group will be meeting in August to further discuss.

Program Officer QI Committee

- L. Wagner stated that the quality improvement Program Officer Sub-Committee meeting was held on July 7th.

Quality Management Committee:

- L. Wagner stated that the next Quality Management Committee meeting would be held on Wednesday, June 21st.
- L. Wagner stated that the presentations included the following:
 - A provider presentation on a Plan Do Study Act (PDSA) cycle for training of their peer mentorship program.
 - N. Flath presented on the FY16 EMA youth care continuum, and retention on care and viral suppression performance measures.
 - The QMC was updated on CQM updates.

CAREWare Updates:

- L. Wagner stated that Bi-weekly phone calls are occurring with third-party vendor for CW server to increase server performance and user experience.
- L. Wagner stated that Stephon Effinger presented FY16 Client Level Data to the Planning Council on 06/20. Presentation was well received in preparation for upcoming PSRA and Priority Planning. Presentation was first data set from the newly implemented CW database.
- L. Wagner stated that weekly phone calls are occurring with JHU Providers & University of Maryland in order for them to be fully compliant with Maryland CW database. Complete data for FY16 is now in database for both providers currently onboarding for Q1 FY17.
- L. Wagner stated that a triage process has been implemented in partnership with DHMH staff in order to properly triage and resolve Maryland CW open tickets. The user open ticket email address is careware@maryland.org
- L. Wagner stated that Q1 FY17 Data Round Table Meetings are being scheduled with Maryland CW Providers to address ongoing data quality in preparation for Ryan White Service Report (RSR) for CY17 due to HRSA March 2018.

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- L. Wagner stated that DHMH has begun the process of hiring an dedicated in-house CAREWare Database Administrator to address growing capacity concerns address by Stephon Effinger, BCHD CW Database Administrator.

Part B Update

P. DeMartino, MDH

- P. DeMartino presented the Part B report.
- P. DeMartino stated that the Maryland fiscal year began on July 1st.
- P. DeMartino stated that all awards have been communicated to vendor and services have begun.
- P. DeMartino stated that the Ryan White part b allocation for the Baltimore EMA is \$17,132,820 across 19 funding categories.
- P. DeMartino stated that additional awards were made for STI and HCV programs across the EMA.
- P. DeMartino stated that MDH is submitting responses to the following requests for proposals that are the potential to impact services available to PLWH in the EMA:
 - HRSA-17-113- Improving HIV Health Outcomes through the Coordination of Supportive Employment and Housing Services- Demonstration Sites.
 - Working with the Baltimore City Homeless Services Program in the Mayor's Office of Human Services, the Infectious Disease Prevention and Health Services Bureau (IDPHSB) in the Maryland Department of Health will coordinate an expanded navigation model to address the housing, healthcare, and employment services needs living with HIV (PLWH) with emphasis on people of color. The collaboration with Baltimore City HOPWA program will encompass services for the Baltimore-Columbia-Towson Eligible Metropolitan Statistical Area. Funded activities will also leverage the Maryland Rural HOPWA Program and our existing administration of the HOPWA program for Frederick and Montgomery Counties. BCHD will partner in program implementation.
 - HRSA-17-047Curing Hepatitis C Among People of Color Living with HIV Components of the initiative will include:
 - Expansion of HCV prevention (including education), testing, care (including preventive health care), and treatment capacity among RWHAP-funded clinics, HRSA and Medicare-certified Federally Qualified Health Centers (FQHCs), and SAMHSA-funded community-based substance use disorder (SUD) and behavioral health treatment providers that predominantly serve people of color living with both HIV and HCV;
 - Improved coordination of linkage to and retention in care and treatment for people who are co-infected with HIV/HCV;
 - Improved coordination with SAMHSA-funded SUD treatment providers to expand the delivery of behavioral health and substance use treatment support to achieve treatment completion and to prevent HCV infection and re-infection; and
 - Enhancement of health department surveillance systems to increase their capacity to monitor acute and chronic co-infections of HIV and HCV in areas affected by HIV/HCV co-infection among low-income, underinsured, or uninsured racial and ethnic minority populations, and to enable an HCV Data to Care capacity.

Planning Council Updates

Continuum of Care Committee:

- M. Cole presented the continuum of care committee report.
- The committee will be reviewing the proposed directives at the August committee meeting. Would any member like to suggest directives to be considered?

Planning Council



Motion: To recommend that the updated Standards of Care for the category of AIDS Drug Assistance program be approved.

Action: Passed

Made by: M. Cole

Second: C. Smith

Opposed: 0

Abstain: 0

Motion: To recommend that the updated Standards of Care for the category of Emergency Financial Assistance be approved.

Action: Passed

Made by: M. Cole

Second: C. Smith

Opposed: 0

Abstain: 0

Motion: To recommend that the updated Standards of Care for the category of Food Bank Home Delivered be approved.

Action: Passed

Made by: M. Cole

Second: C. Smith

Opposed: 0

Abstain: 0

Motion: To recommend that the updated Standards of Care for the category of Housing Services be approved.

Action: Passed

Made by: M. Cole

Second: C. Smith

Opposed: 0

Abstain: 0

Motion: To recommend that the updated Standards of Care for the category of Medical Case Management be approved.

Action: Passed

Made by: M. Cole

Second: C. Smith

Opposed: 0

Abstain: 0

Motion: To recommend that the updated Standards of Care for the category of Medical Nutrition Therapy be approved.

Action: Passed

Made by: M. Cole

Second: C. Smith

Opposed: 0

Abstain: 0

Motion: To recommend that the updated Standards of Care for the category of Medical Transportation be approved.

Action: Passed

Made by: M. Cole

Second: C. Smith

Opposed: 0

Abstain: 0

Motion: To recommend that the updated Standards of Care for the category of Non-Medical Case Management be approved.

Action: Passed

Made by: M. Cole

Second: C. Smith

Opposed: 0

Abstain: 0

Motion: To recommend that the updated Standards of Care for the category of Substance Abuse Residential be approved.

Action: Passed

Made by: M. Cole

Second: C. Smith

Opposed: 0

Abstain: 0

Motion: To recommend that the updated Standards of Care for the category of Substance Abuse Outpatient be approved.

Action: Passed

Made by: M. Cole

Second: D. Kelly

Opposed: 0

Abstain: 0

PCSO Report

J. Stenhouse, PCSO

Planning Council

- C. Lacanienta presented the support office report.
- C. Lacanienta stated that priority setting conference was held on July 13th and 14th at the University of Maryland School of Dentistry.
- C. Lacanienta stated that the conference followed months of planning and preparation, including data presentations, data collection, binder compositions, training and meetings.
- C. Lacanienta stated that the support office would like to thank everyone for making the conference a success,
- C. Lacanienta thanked Dr. Darrell Wheeler, Dawn O’Neill, and Dr. Valli Meeks.
- C. Lacanienta thanked all planning council members and the BCHD team for providing recommendations for the allocation scenarios and working with the tem to make the conference a success.
- C. Lacanienta stated that the support office would be beta testing Lyft for consumer volunteers.
- C. Lacanienta stated that in the next couple of weeks the support office would be reaching out to the council to assess the need of paper copies of handouts.
- C. Lacanienta reminded the council and guests to RSVP for future meetings.
- C. Lacanienta reminded consumers to provide ample notice to coordinate transportation services.

New Business

Committee

Discussion:

Emergent Programming for Carryover Funding

- S. Pelham stated that there was \$196,000 unobligated.
- S. Pelham stated that when carryover is unspent it cannot be used again.
- S. Pelham presented revised carryover recommendations for FY17 to address the need.

Motion: To recommend that \$10,950 of carryover funding be used for the service category of Emergency Financial Assistance.	Made by: C. Smith	Second: M. Scriber
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Action: Passed	Opposed: 0	Abstained: 12
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Motion: To recommend that \$20,000 of carryover funding be used for the service category of MAI Medical Transportation.	Made by: C. Smith	Second: M. Scriber
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Action: Passed	Opposed: 0	Abstained: 2
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Motion: To recommend that \$52,743 of carryover funding be used for the service category of MAI Outreach.	Made by: C. Smith	Second: J. Furtado
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Action: Passed	Opposed: 0	Abstained: 6
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Greater Baltimore HIV Health Services Planning Council
Planning Council



Motion: To adjourn the meeting	Made by: C. Smith	Second: C. Harvey
Action: Passed	Opposed: 0	Abstained: 0
Time adjourned: 6:52 p.m.	Date of approval:	
Signature:	Electronic signature of chair (PC Minutes only):	