

MINUTES: PLANNING COUNCIL MEETING (Virtual)



October 19th, 2021 / 5:30 p.m. – 7:30 p.m.

Facilitator (Co-chair)	Sara Zisow-McClean	PCSO Lead	Vanessa Graves
Time started:	Time: 5:30 p.m.	Quorum:	The committee did have quorum.

Members present:	Sam Zisow-McClean, Michael Snowden, Wendy Merrick, Adam Huebner, Ken O'Bryant, Dale Brewer, Jenny Bradenbaugh, Kelsey Markie, Montrell Vass, Fernando Mena-Carrasco, Dennis Rivera, Charmaine Stern-Megginson, Charles Culver.
Members absent:	Brittany Kelly, Bruno Benevidas, Gennifer Robinson, Jeanne Keruly, Jonathan Wright, Judith Shaw, Kemahn Jones, Kimberly Whitaker, Markton Cole, Shalyta Campbell, Victoria Cargill.
Visitors:	Sonney Pelham, Lauren Wagner, Carmi Washington Flood, Erica Bullo, Joan Carey, Ricky Moyd, Brande Ward, Michel McVicker, Trina Scott, Carlton Smith, Cassandra Stewart, Hope Cassidy-Stewart, Valli Meeks, Michelle Muhammad, Junpei Tarashi.
Ryan White Part A:	Sonney Pelham, Lauren Wagner, Joan Carey, Ricky Moyd, Jr.
Handouts:	September 2021 PC meeting minutes vg vs1, PC October agenda 2021, Maryland report to PC, Chair report October 2021, Baltimore Combined Monthly Monitoring Call October 2021.

AGENDA

1: Introductions / Moment of Silence **Presenter:** Sam Zisow-McClean

Discussion:

- Introductions were made.
- A moment of silence was observed.

2: Approval of Minutes **Presenter:** Sam Zisow-McClean

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to approve September 2021 PC meeting minutes.	Michael Snowden/Charles Culver, Sr.	Yes
✓	Opposed	Abstain 1

3: Chair Report**Presenter:** Sam Zisow-McClean

- Details from the monthly HRSA call are outlined in the October 2021 chair report.
 - Informational webinars, and HRSA updates can also be found there.
- The focus of the meetings with HRSA continues to be our 33% non-aligned consumer membership. Currently we are not meeting that goal, but we are making progress.
 - Thank you to the Nominating committee for ensuring we get seats filled by people who meet HRSA's mandates.
- We have eight additional consumer applicants who we are moving through the process. The process does take some time.
- Two of the eight persons have completed applications.
 - HRSA was informed that we anticipate reaching our goal of 33% non-aligned within the next six months.
- In addition, two of the potential applicants meet the criteria for the formerly incarcerated spot.
- A new policy clarification regarding Planning Council membership is being released.
 - We are excited to get more information from our HRSA partners regarding communication and best practices.
 - An informational webinar to discuss the new policy clarification is likely to occur.
- The needs assessment process concluded on September 30th.
 - We achieved about half of the data we initially set for the project.
- A presentation of this data will occur at the November 3rd, COCC/CPC meeting.
 - All were encouraged to attend to help define the types of data they would like to see from this.
 - Data recommendations and information will be forwarded to the Executive committee with a full report given to at the November PC meeting.

4: Ryan White Part A Summary Report**Presenter:** Lauren Wagner

- The monthly HRSA monitoring call was conducted on October 12th.
- The program submissions report was returned by HRSA with requests to:
 - explain why the council did not have 33% non-aligned membership, and;
 - to indicate that a representative from the recipient's office cannot occupy a legislatively mandated seat.
- The next HRSA site visit is scheduled for May 2nd through May 6th, 2022.
- The FY21 5-month reprogramming exercise has been completed.
 - The revised and signed decision document has been forwarded to ABC, and revised award letters have been released to sub-recipients with requests for the revision of budgets and workplans.
 - Several service categories have targeted hiring staff for September and October. Service categories that continue to have vacancies during the 7-month reprogramming exercise will be addressed at that time.
- The recipient is preparing for the FY21 7-month reprogramming exercise, which will be conducted in November.

- Information sheets will be sent to the sub-recipients on the week of the 12th. The submission deadline is October 29th.
- The purpose is to identify expenditures not included in September YTD
 - Invoicing
 - vacancies,
 - client wait lists,
 - service categories that cannot fully be expended or need additional funding by the end of the fiscal year.
- Six service categories have been identified for additional funding and will be monitored for reprogramming;
 - Oral Health, Housing, EFA, Medical Transportation, Psychosocial Support, Outreach and MAI HERR
- The October 6th submission deadline for the FY22 HRSA Part A and MAI application was met.
- The recipient and the Planning Council are preparing to review the Planning Council recipient MOU.

Fiscal

- All provider reimbursements received in full for Part A & MAI cover March 2021 through May 2021.
 - MAI's reimbursement received in full is only for June 2021.
- Reimbursements that are pending include Part A June 2021 remainder
- Part A July 2021 in full, and MAI July 2021 remainder.
- All FAA reimbursements that are pending in full include Part A and MAI's March 2021 through June 2021.

Current billing updates

- The July 2021 through September 2021 FAA (Part A & MAI) expenses are being reviewed and will be billed soon.
- The August 2021 provider invoices (Part A & MAI) are received and will be billed soon.

Contracts

- All reprogramming letters have been sent.
 - Two compliance issues related to annual audit submissions are being worked on.

QM

- Phase 3 of the QI sub-committee, the Learning and Improving collaborative, held its 12th meeting on October 6th, 2021.
 - Sub-recipient and consumer pairs presented progress on their PDSA projects.
 - The QI topic of the month focused on using quality improvement tools.
- The Learning and Improving year long collaborative will provide sub-recipient and consumer pairs in depth quality improvement training.

- Participants will collaborate together on an agency-wide QI project.
- The collaborative will run until December 2021.
- Baltimore EMA Movers and Improvers met on September 30th, 2021.
 - They will conduct a PDSA cycle focused on implementing patient self-care plans with unsuppressed youth clients in care.
- The Youth Advisory Board at JHU will review the patient self-care assessment and template on October 29th.
- The estimated start date for the PDSA is November 29th.
- Baltimore Movers and Improvers team is looking for a consumer liaison.
- Sub-recipient quarterly narratives were due September 20th.
- Sub-recipients continue to receive technical assistance on QM plans and PDSA's.

CAREWare

- BCHD's RW CAREWare administrator in collaboration with MDH's Part B CAREWare team is preparing for the 2021 RSR submission and will be distributing data quality reports to Baltimore EMA sub-recipients.
- The data quality reports are intended to identify preliminary missing data across RSR core reporting variables.
 - These reporting variables include HIV risk factor, insurance status, federal poverty level, and clients under OAHS with missing viral loads and evidence of ARV medication.
- The first round of data quality reports covers the first nine months of the calendar reporting period.
- The second round will be distributed in January 2022, and will cover the full twelve months of 2021.
- BCHD-RWCWA is finalizing the reporting fields for returning citizens to the EMA who are receiving care linkage and support services reported under Part A/MAI outreach.
 - Sub-recipients will update their local reporting with the new guidance.
 - The estimated project completion date is late 2021.
- The Part A EHE technical capacity consultant is working with BCHD-RWCWA to onboard two additional sub-recipients receiving funding for the initiative.
 - Triannual reports are in its finalization phase for existing sub-recipients due in October 2021.
- BCHD-RWCWA is collaborating with Early Intervention Services in data collection and evaluation with funding partners and colleagues at BCHD HIV STD Prevention, and the MDH.
 - All sub-recipients are fully onboarded and data collection/evaluation are ongoing for SFY2021 and SFY2022.

5: Ryan White Part B Summary Report

Presenter: Dennis Rivera

- The Ryan White Part B application is due next month.
- Data collected revealed there are eight priority jurisdictions where approximately 80% to 90% of all new HIV diagnoses are occurring in these jurisdictions.

- The jurisdictions contributing the most to this statistic include Prince George's county, Baltimore city, and Montgomery county.
- When submitting for the Part B grant, MDH is trying to target these eight jurisdictions with more funding due to the high percentage of new HIV diagnoses.
 - The goal is to have more tests conducted, get more people into treatment, and focus on providing services.
 - Other jurisdictions that are not contributing as much to the statistic will still get funding.
- MDH's program compliance is currently completing reports for HOPWA.
 - Preparing report to HRSA about the supplemental funds FY2020.
 - Reposting the Program Compliance Deputy Chief position.
- Program development
 - Is currently working on the planning budget request for SFY 2023-2025.
 - This will provide services and funding across Maryland's jurisdictions.
 - Listening sessions are being held to get feedback from the community.
 - We will share the details with everyone for future listening sessions.
- We are excited to announce a future online shared client eligibility certification.
 - The idea of this certification is to find a program that is shared by providers.
 - The program will contain client RW eligibility information that will be shared from one provider to another.
- The program improvement unit is in the process of reorganizing to become more efficient.
 - Becoming more efficient leads to providing the best services possible across Maryland's jurisdictions.
- Data quality is also being worked on to ensure improvement and organize.
- There is an open invitation to join the Maryland quality management group.
 - All interested, please contact Linda Knapp.
- To find out more about Maryland HIV and STI data, view the Maryland HIV Continuum of care dashboard.
- Chrispane Tweh is the new database specialist for the data systems division.
- Sasha Mayers is the new program officer for the program development unit.
- There are upcoming meetings on October 14th, 21st, and 28th. These meetings are for providers and consumers with a focus on award management issues, and to provide technical assistance to awardees.

Sam Zisow-McClean

- Asked if there could be a presentation on centralized eligibility.

Dennis Rivera

- We are at the primary stages of discussion for centralized eligibility.
 - We want to see how doable this is and to look at talking points such client confidentiality.

Dale Brewer

- For the process of centralized eligibility, will this be facilitated through one person to make sure client data is updated?

Dennis Rivera

- This will be done through a team of people who will oversee the process.
- This idea has been discussed for years. Clients will have a home base to provide their documentation, this information will be uploaded to the program and will be managed by a data systems team.

Adam Huebner

- Is the client information that is received related to Ryan White eligibility?
- Will client documentation and needs be received through intake at a facility?

Dennis River

- Right now, we want to obtain the basic RW eligibility information such as proof of income, residency, and HIV status.
- Regarding intake, if a program wants to get to know their client, they should do that themselves.

6: Needs Assessment Updates

Presenter: Sam Zisow-McClean

- This will be included in the next meeting we have.

7: Committee Reports

Presenter: Kelsey Markie

COCC/CPC

- The committee met on October 6th, 2021.
- The committee approved the August meeting minutes.
- The committee discussed the service standards of care.
 - The state is implementing a review board to review standards.
 - In an effort to obtain clarity of the states review board and process, the committee postponed its work on the service standards of care.
- Data collection for the need's assessment concluded on September 30th, 2021.
 - The next step is to bring the collected data to the committee to start looking at how to analyze this data.
- Action Items:
 - None.

Sam Zisow-McClean

- Encouraged all to attend the Nov 3rd meeting to discuss the needs assessment data.

8: New Business

Presenter: Committee

Vanessa Graves

- New members training will be held on October 26th from 5:30pm to 7:30pm.

Sam Zisow-McClean

- This training is mandatory for members who joined within the last year.
- Long term members are encouraged to attend as this would be good for everyone.
- This training is also good for those interested in wanting to join the council.
- Contact PCSO to obtain information to join the meeting.
- New members who have conflicts during that time can attest to watching the Zoom meeting recording.

9: Adjournment**Presenter:** Sam Zisow-McClean

Motion:	Who made the motion? Second?	Motion passed?
✓ Motion to adjourn the Planning Council meeting.	Dennis Rivera/Fernando Mena-Carrasco	Yes
✓	Opposed	Abstain