

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Brian Datcher, Co-Chair

Quality Improvement Meeting Minutes

Meeting Date: Friday, September 5, 2013
Start Time: 12:29 pm
End Time: 1:19 pm
Location: Burrough's Community Center
Presiding Chair: Brian Datcher
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 3, 2013 and August 2, 2013 meetings

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2013 PCAT for the Quality Improvement Committee

Staff Member Assignments

(1.0) Moment of Silence

Brian Datcher called the meeting to order at 12:29pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

There were no announcements

(4.0) Approval of May 3, 2013 QI Meeting Minutes

A motion to approve the minutes from May 3, 2013 was made by Bob Sideleau and seconded by Christine Romanik.

For: (4) Browne, Kidder, Datcher, Romanik

Against:

Abstain: (2) Sideleau, Stewart

A motion to approve the minutes from August 2, 2013 was made by Tom Kidder and seconded by Ric Browne.

For: (2) Browne, Romanik,

Against:

Abstain: (4) Datcher, Kidder, Sideleau, Stewart



Brian Datcher, Co-Chair

(5.0) **New Business/Old Business**

1. Review 2013 PCAT

The committee reviewed the QI Planning Council Activity Timeline and determined that everything was on track.

2. New Co-Chair Position Opening

It was opened up to this committee that they are in need of a new co-chair. At this time there was no interest expressed.

3. Review Site Visit Findings and determine Technical Assistance

- Tracy presented a Powerpoint presentation regarding the sampling methodology, pilot services and grant data. Including EIS into the Standards of Care was discussed as well, it's been in pilot mode for (3) years. Grant data was also discussed. Tom and Tracy would like to bring the EIS Pilot to a POD Session to begin the moving of this into the Standards of Care.
- All EIS information from the site visits has been collected and this can be used to develop Standards for this Service Category.
- The Acuity Scale for Medical Case Management was also piloted and the feedback overall was not good. The questions were somewhat invasive and the time that it takes to complete this properly. People felt the discussion was good around this process but the Oregon instrument that was used in the Pilot stage was not the right one.
- A lengthy discussion took place regarding where the Acuity Scale belongs, in EIS or Medical Case Management and many opinions were heard.
- The feeling is another Acuity Scale POD should occur to discuss all the findings with the pilot.
- A Medical Case Management POD was suggested but not to be as long a process.
- The name will be changed from an Acuity Scale to something more appropriate to the process.
- Tracy went over all the Standards of Care Compliance and Program Monitoring findings from the site visits.
- Tom would like SPA to look at how we deliver services, what does RW provide? Financial eligibility may require RW moves to a closed system where every person has a MCM to better determine client counts and eligibility; this has been moved to the parking lot for SPA.

4. Present Agency Specific Plan-Do-Study-Act ('PDSA')

Tracy presented on this with all (5) regions and agencies listed with their specific areas.

5. Parking Lot Issues

- Closed: Can this committee receive a report regarding how many agencies per region were required to receive technical support, what type of TA was needed and did it occur. There was a great deal of discussion about this topic. This was addressed in the presentation from Tracy.

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- Closed: Could staff have an evaluation (anonymous) that they ask providers to fill out regarding their experience during the site visit preferably online? - No, this is done by the Grantee.
- When there is a referral done to see a doctor – it could take months to get to see a doctor, this turn-a-round needs to take place within days. There is a tiered care system that is coming to be. This would discussion would take place under Standards of Care.

(5.0) Announcements

There were no announcements

(7.0) Adjournment

The meeting adjourned at 1:19 pm

Quality Improvement Committee Attendance

	Planning Council Member	Jan	Feb	Mar	Apr	May	July	Aug	Sept	Oct	Nov
1.	Ric Browne	X			X	X		X	X		
2.	Brian Datcher Co-Chair	A			A	X		A	X		
3.	Heather Garofalo	-			A	A		A	A		
4.	Heidi Jenkins	A			A	A		A	A		
5.	Tom Kidder	X			X	X		A	X		
6.	Brian Kuerze	A			A	X		X	A		
7.	<i>Beverly Leach PC Co-Chair</i>	A			A	A		A	A		
8.	Ronald Lee	A			A	A		A	A		
9.	Caesar Moffett, Jr.	A			A	A		A	A		
10.	Joanne Montgomery	A			A	A		A	A		
11.	Alex Ortiz	A			A	A		A	A		
12.	Christine Romanik	X			X	X		X	X		
13.	Poonam Sharma	-			-	A		A	A		
14.	Robert Sideleau	A			A	X		A	X		
15.	<i>Roberta Stewart PC Co-Chair</i>	A			A	A		A	X		
16.	Dennis Torres	X			A	A		A	A		
17.	Ryan White Office	X			X	X		A	X		
18.	Planning Council Staff	X			X	X		X	X		
	% of Council present:	30%			20%	44%		22%	38%		

Guests: Lauren Tierney