

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Heidi Jenkins & Joanne Montgomery, Co-Chairs

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## Strategic Planning & Assessment Committee Meeting Minutes

**Meeting Date:** Thursday, October 2, 2014  
**Start Time:** 10:00am  
**End Time:** 11:50am  
**Location:** Burrough's Community Center  
**Presiding Chair:** Joanne Montgomery  
**Recorder:** Sara Seaburg

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### Summary of Committee Business Votes

- Approval of Minutes from the September 4, 2014 meeting

### Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2014 PCAT for Strategic Planning & Assessment Committee

### Staff Member Assignments

#### (1.0) Moment of Silence

Joanne called the meeting to order at 10:00 am. 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 none

#### (4.0) Approval of September 4, 2014 Meeting Minutes

A motion to approve the September 4, 2014 minutes was made by Heidi Jenkins and seconded by Brian Kuerze

**For: (4)** Sanchez, Stewart, Jenkins, Kuerze

**Against: (0)**

**Abstain: (2)** Garofalo, Montgomery

#### (5.0) New Business/Old Business

##### a. Review the Strategic Planning and Assessment Planning Council Activity Timeline

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

##### b. Review Implementation of Health Care Reform/National HIV/AIDS Strategy and its Impact on Ryan White

- We will move forward with this topic each month and we're in process of inviting Healthy CT to our November Planning Council meeting. Roberta mentioned having a connection with this company and we'll this and Lauren has a connection with the Anthem Company as well. Staff will follow up with this.



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**c. Discuss Priorities and Allocations Process**

- We need to discuss PSRA earlier in the year.
- A suggestion was made to have the special meeting in July since we have no meetings that month.
- We need to align the questions that are asked and used in datasets to be more uniform when determining priorities
- We need to look at the Statewide Needs Assessment and identify questions that we will use for the priority setting process. Then we can use our own studies that compliment those questions to gain more in depth and similar information.
- Grantee should identify what type of information is required in the grant application for FY2016 in order to connect the information during the PRSA process and that information that is required on the grant application
- It was suggested that we begin these discussions in January to ensure that all tasks are accurately reflected on the PCAT
- Heidi reported that the unaware category will not need to be included in the cascade anymore.
- She also reported that they are cleaning up their databases to ensure more accurately reported information.
- A suggestion was made to also look at the site visit information that was collected and use this as well
- The EMA can also use the information in CAREWare to help with this process.
- This committee needs to communicate to the Quality Improvement committee the types of information that would be helpful to get from them.

**d. Determine 2015 Directives to the Ryan White Office**

- Jeff presented the current FY2014 Directives
- When discussing Directive 1.1: To Facilitate Geographic Funding Distribution – Jeff presented information gathered from the CTDPH and the EMA’s CAREWare system to help review the percentage allocations that each region is receiving and determine if these are accurate to move forward for FY2015. There were several suggestions and a lengthy discussion regarding whether the data presented from the different databases was accurate enough to use to make any changes with the percentage allocations.
- Data integrity was a theme regarding how to use the data presented to make the most accurate decisions regarding regional allocation percentages.
- The grantee explained how he uses the data from the CDC to write his grant application. He suggested that the committee use the data presented to make their recommendations.
- Joanne suggested that we come up with strategies to get more accurate information. Tom suggested that we present the information reported to the regional leads and have them check for accuracy.
- Brian suggested that we create an action plan for the upcoming year based on the requested information and have this information be gathered in time for next year’s Directive process.

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- Roberta asked if we could pick a specific dataset and ask that the CAREWare system makes sure these numbers are accurate.
- Tom suggested that the epidemiological data would be a good representation of the entire population of PLWHA on our EMA
- Joanne said that we'd look at the CDPH for these percentages and in doing so; the percentage allocations stay the same.
- The Minority AIDS Initiative funding currently is split evenly among the regions. Brian suggested it would be a good idea to look at the treatment cascade in the future to make a more informed decision regarding this for next year. Roberta suggested that trending data may be useful as well moving forward.
- Jeff suggested that the committee needs to come up with a methodology on how we are going to do regional allocations. This is a consistent topic each year and is worthy of a constant topic on the agenda.

**e. Discuss topics for region leads for planning council meetings.**

- The topic for November will be asking them how they ensure data integrity in CAREWare and also explaining how we use that data in the work of the council.

**(6.0) Parking Lot Items**

1. For the PSRA Process: Please use datasets that ask the same questions. It's difficult to use data that asks different questions and weigh it appropriately. (During this there was a discussion regarding funding that allows us to conduct more current surveys throughout the region. The type of survey was discussed, possibly having focus groups, doing a survey in pilot mode. This is on the PCAT for October). Also, please present program Income information regarding reimbursement for services by region. Also, please redo the insurance survey 90 days after the open enrollment period ends.
2. When discussing Directives also look at how we deliver services, what does Ryan White funding provide. Financial eligibility may require Ryan White moves to a closed system where every person has a MCM to better determine client counts and eligibility or a process to make sure financial eligibility is determined within the guidelines from HRSA. – Tom Butcher asked all attendees to look at their regions and find out how they are operating with their clients, whether they require a MCM or not. Tom would like to regions to say to their providers something like "... it is expected for each client to have an MCM with documented exceptions.' These exceptions can be documented in CAREWare and can be seen across providers. A Circle of Care document will be created in SPA that addresses this issue with Jeff as the lead.

**(7.0) Announcements**

There were no announcements

**(8.0) Adjournment**

The meeting adjourned at 11:55pm

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**Strategic Planning and Assessment Committee Attendance Record – 2014**

|     | <b>Council Member</b>              | <b>Jan</b> | <b>Feb</b> | <b>Mar</b> | <b>April</b> | <b>May</b> | <b>June</b> | <b>Aug</b> | <b>Sept</b> | <b>Oct</b> | <b>Nov</b> |
|-----|------------------------------------|------------|------------|------------|--------------|------------|-------------|------------|-------------|------------|------------|
| 1.  | Ric Browne                         | X          | X          | A          | X            | A          | X           | X          | X           | A          |            |
| 2.  | Sabrina Delgado                    | -          | -          | -          | -            | -          | -           | X          | A           | A          |            |
| 3.  | Heather Garofalo                   | X          | A          | X          | X            | X          | X           | X          | A           | X          |            |
| 4.  | <b>Heidi Jenkins Co-Chair</b>      | X          | X          | X          | A            | X          | X           | A          | X           | X          |            |
| 5.  | Jerod Geter                        | -          | -          | -          | -            | -          | X           | X          | A           | A          |            |
| 6.  | Tom Kidder                         | X          | X          | X          | X            | X          | A           | A          | X           | X          |            |
| 7.  | <i>Brian Kuerze PC Co-Chair</i>    | A          | A          | A          | A            | X          | X           | A          | X           | X          |            |
| 8.  | Sylvia Mitchell                    | -          | -          | -          | -            | A          | A           | A          | A           | A          |            |
| 9.  | <b>Joanne Montgomery Co-Chair</b>  | A          | X          | X          | A            | X          | X           | X          | X           | X          |            |
| 10. | Raphael Muniz                      | -          | -          | -          | A            | A          | A           | A          | A           | A          |            |
| 11. | Alex Ortiz                         | A          | A          | A          | A            | A          | A           | A          | A           | A          |            |
| 12. | Christine Romanik                  | A          | A          | X          | A            | A          | A           | A          | A           | A          |            |
| 13. | Mark Sanchez                       | -          | -          | -          | -            | -          | -           | A          | X           | X          |            |
| 14. | Poonam Sharma                      | X          | X          | X          | A            | A          | X           | A          | A           | A          |            |
| 15. | Robert Sideleau                    | A          | A          | A          | A            | A          | A           | X          | X           | A          |            |
| 16. | <i>Roberta Stewart PC Co-Chair</i> | X          | X          | X          | A            | X          | X           | X          | X           | X          |            |
| 17. | Lauren Tierney                     | X          | X          | X          | X            | X          | X           | X          | X           | X          |            |
| 18. | Dennis Torres                      | X          | X          | X          | A            | X          | X           | A          | A           | X          |            |
| 19. | Ryan White Office                  | X          | X          | X          | X            | X          | X           | X          | X           | X          |            |
| 20. | Planning Council Staff             | X          | X          | X          | X            | X          | X           | X          | X           | X          |            |
| 21. | % of Council present:              | 59%        | 59%        | 59%        | 33%          | 50%        | 59%         | 50%        | 50%         | 50%        |            |

Guests: Kenneth McLellan