

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Christine Romanik & Ken Teel, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, January 7, 2016
Start Time: 1:07 pm
End Time: 1:57 pm
Location: Burrough's Community Center
Presiding Chair: Christine Romanik
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from November meeting

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2014 PCAT for the Quality Improvement Committee

(1.0) Moment of Silence

Christine called the meeting to order at 1:07pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

All participants introduced themselves.

(2.0) Co-Chair Announcements

There were none

(3.0) Approval of November 5, 2015 QI Meeting Minutes

A motion to approve the minutes from November 5, 2015 was made by Joanne Montgomery and seconded by Roberta Stewart

For (2): Montgomery, Stewart

Against (0):

Abstain (3): Romanik, Jenkins, Tierney

(4.0) New Business/Old Business

- **Review 2015 PCAT (Planning Council Activity Timeline)**
The committee reviewed the QI Planning Council Activity Timeline and the committee is right on track with all tasks.
- **Review Scope of Work for 2016**
Jeff presented the current PCAT for 2015. He reviewed the current tasks and timeframes. The committee reviewed all tasks and the following changes were made:
 1. Annual Quality Improvement Plan will be reviewed in March, April and then in October and November.
 2. Review EMA's HIV Care Continuum was reworded and will be done in March, June, October and February.
 3. Review Site Visit Findings will happen in September

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Christine Romanik & Ken Teel, Co-Chairs

4. Identify Areas for Improvement will happen in October
5. Provide SPA Datasets will happen in April and May
6. Remove EMA's Performance Measures
7. Review QI Portion will happen in June, August and September

We will continue to look at this in February

- **Present the regional PDSA on Syphilis and the baseline from the previous year based on the QM site visit report.**

Presentations were made from all regions within the EMA that included results regarding Syphilis, Chlamydia and Gonorrhea screenings:

Region 5, Danbury – Roberta Stewart and Joanne Montgomery presented
Region 4, Stamford/Norwalk – Lauren Tierney presented
Region 3, Bridgeport – Sarah Burns presented
Region 2, Waterbury – Tom Butcher presented
Region 1, New Haven – Margaret Fikrig presented

Highlights: A client fact sheet was created that captures site visit standards including STI screenings, client incentives for having these screenings such as raffle prizes, Bridgeport Health Department involvement and improved process is needed and improved CAREWare reports to collect more accurate data. All regions have a percentage goal of 85% for STI screening rates.

The question was asked as to what the optimal outcome would be. Should it be 100% of all part A clients?

A robust conversation took place regarding data collected for Part A specific or global all parts, are the regions collecting data based on the same parameters? Moving forward, specific parameters will be set when data is requested from all regions. The performance measure for Hep C was asked about and there wasn't a definitive answer.

- **Review Annual Quality Improvement Plan**

This item is ongoing and will be looked at again in March and April.

(5.0) Grantee Report

Tom Butcher, the Grantee gave this report

They are working on the RSR which is due on February 1, 2016

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Christine Romanik & Ken Teel, Co-Chairs

(6.0) Unresolved Parking Lot Items

ITEM	STATUS
Present the regional PDSA on Syphilis and the baseline from the previous year based on the QM site visit report.	In process - In January 2016 we will present the results of the PDSA from the EMA. These were presented at today's meeting, this is now closed.
When reviewing Service Standards – consistent training hours across all standards	

(7.0) Announcements

- The next Quality Improvement meeting is February 4, 2016 from 12:00pm – 2:00pm (Burrough's Community Center).

Quality Improvement Committee Attendance 2016

	Planning Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Christopher Cole	A									
2.	Sabrina Delgado	A									
3.	Pat Kelly	A									
4.	Heather Garofalo	A									
5.	Heidi Jenkins	X									
6.	Tom Kidder	X									
7.	Joanne Montgomery	X									
8.	Raphael Muniz	A									
9.	Alex Ortiz	A									
10.	Johnny Rivera	A									
11.	Jackie Robertson	A									
12.	Christine Romanik Co-Chair	X									
13.	Mark Sanchez	A									
14.	<i>Roberta Stewart PC Co-Chair</i>	X									
15.	Ken Teel Co-Chair	A									
16.	Charlotte Teel	A									
17.	Lauren Tierney	X									
18.	Dennis Torres	A									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	33%									

Guests: Sarah Burns, Margaret Fikrig, Nancy Kingwood, Laura Nelson