



# Ryan White Planning Council

New Haven & Fairfield Counties  
Ric Browne and Charlotte Burch, Co-Chairs

## Quality Improvement Committee Meeting Summary - FINAL FAST FACT PAGE

**Meeting Date:** Friday, June 6, 2008 from 12:00 to 2:00 pm  
**Start Time:** 12:10 pm  
**End Time:** 1:50 pm  
**Location:** Visiting Nurses Association, New Haven, CT  
**Presiding Chair:** Ric Browne  
**Recorder:** Sara Nichols, Planning Council Staff

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### Meeting Accomplishments/Summary of Votes

- Approved meeting minutes for April 18<sup>th</sup> and May 2<sup>nd</sup>
- Reviewed and updated Quality Management plan
- Reviewed QM site visit calendar and new self-assessment tool for the new Medical Case Management SoC

### Council Member Assignments

- Provide feedback on the revised QM plan to be distributed in July (preparation for August meeting)

### Staff Assignments

- Post approved agenda (6/6/08) and meeting minutes (4/18/08 & 5/2/08) on website ([www.ryanwhitecare.org](http://www.ryanwhitecare.org))
- Prepare meeting minutes for 6/6/08.
- Update the Quality Management Plan and distribute early July for committee review.

### Attendance Record - 2008

Committee Members	1/18	3/28	4/18	5/2	6/6	8/8	9/5	10/3	11/7	12/5
Jose Aquino		•								
Henry Bethea			•							
Charlotte Burch	•	•	•	•	•					
Ric Browne	•	•		•	•					
Christine Romanik	•	•	•		•					
Adaline DeMarrias	•	•	•							
Tom Kidder			•	•	•					
Robert Sideleau	•	•	•	•	•					
Ryan White Office	•	•	•	•	•					
Planning Council Staff	•	•	•	•	•					
PC Members & Public Participants										



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### Welcome and Introductions

Co-chair Ric Browne welcomed meeting participants, asked everyone to introduce themselves, and held a moment of silence to honor individuals affected, infected, or who have died from HIV/AIDS. Ric reminded people that the meetings are open and members of the public and press may be present. Persons wishing to maintain confidentiality of their HIV status should consider the public nature of the meeting.

### Co-Chair Announcements and Meeting Objectives

Ric Browne reviewed the agenda for the meeting and asked if anyone had any questions. There were no questions. He announced there will not be a QI committee meeting in July due to the holiday.

### Approval of the Meeting Summary

Ric Browne asked individuals to review the April 18<sup>th</sup> and May 2<sup>nd</sup>, 2008 Committee meeting minutes for accuracy and content.

- Robert Sideleau made a motion to approve the 4/18/08 Meeting Summary, Charlotte Burch seconded the motion.
- Discussion regarding corrections noted on page 2 (spelling of Romanik). Vote to approve with noted corrections carried 3 yes and 1 abstention. In Favor: Burch, Romanik, Sideleau. Opposed: none; Abstentions: Browne.
- Robert Sideleau made a motion to approve the 5/2/08 Meeting Summary, Charlotte Burch seconded the motion.
- Discussion regarding corrections noted. Vote to approve with noted corrections carried 2 yes and 2 abstentions. In Favor: Burch, Sideleau. Opposed: none; Abstentions: Browne, Romanik.

### New/Old Business

#### a. Review Quality Management Plan

Tom Butcher distributed the draft QM plan and National Quality Center checklist and gave time for the members to review. He facilitated the discussion to review each domain.

- Quality Statement - the goal and mission is stated, consensus this section is ok.
- Infrastructure – Robert Sideleau stated that this section is missing information regarding the resources for the QM process, such as funding, staff, providers, PLWHA. Committee members agreed more information is needed for the Inputs. It was recommended that the statement for consumer involvement needed more specific details regarding involving consumers in provider organizations, local planning and regional planning consumer advisory boards.
- Annual Quality Goals – Tom Butcher stated the next draft will be in a format similar to the Standards of Care (goal, objective, activity, measure). Robert Sideleau recommended distinguishing goal & duties ‘update QM plan’ under process. The committee agreed the 2 main goals this year are to (1) assess standards for MCM and provide training and (2) develop a ‘Super Pod’ for core services.
- Participation of Stakeholders – this section needs revision to include external stakeholders. Tom Kidder asked if this would include State and RW parts be included.
- Performance Measures – questions such as who would be responsible, how would we know we achieved the goals, (Plan Do Study Act).
- Robert Sideleau – the plan will get reviewed and sign off by the grantee and council.



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- Tom Butcher stated the plan will be updated per the committees feedback and provide the revision to committee members in July for review and finalize at August meeting.

### **b. Review Quality Management site visit schedule & standard of care audit tool (MCM)**

Sara Nichols distributed the site visit schedule to occur between June 16 – July 15. This year the MCM standard will be reviewed and brought back to the committee to assess. The summary reports will be general, provider-level or client-level detail will not be identified in the committee report. The committee did not have any changes to the MCM self-assessment tool.

### **Announcements**

Ric Browne announced the next meeting will be Friday, August 8 at 12 – 2pm.

### **Adjournment**

Ric Browne adjourned the meeting at 1:50 p.m.