

**Ryan White EMA Planning Council**  
 New Haven and Fairfield Counties



Charlotte Burch and Brian Kuerze, Co-Chairs

**Quality Improvement  
 Meeting Minutes**

**Meeting Date:** Friday, January 7<sup>th</sup>, 2011  
**Start Time:** 12:00 p.m.  
**End Time:** 2:00 p.m.  
**Location:** The Greek Olive, New Haven  
**Presiding Chair:** Brian Kuerze  
**Recorder:** Tracy Kulik

**Summary of Committee Business Votes:** No votes were taken as quorum was not achieved until the mid-point of the meeting. Minutes for the 10/8, 12/3 meetings in 2010 and the 1/7/2011 meeting will be reviewed (10/8 was rejected and resubmitted), at the 2/4/2011 meeting.

**Council Member Assignments:** To review the role of the Quality Improvement Committee ('QIC') related to other Planning Council committees, help in defining the 2011 PCAT for the QIC, and recruit Planning Council members to this committee.

**Staff Member Assignments:** To orient the new Co-Chair of QIC, revisit duties of the Co-Chairs in regards to the new integrated charge of QIC for 2011, and supply materials (1-page abstract of individual PCAT items with summary of prior work done to date, current status and work to be done; and Flow Chart of function of QIC related to other Planning Council committees and the Ryan White Office's duties for QI.

**Attendance Record – 2011**

	<b>Council Member</b>	1/7	2/4	3/4	4/8	5/6	6/3	7/8	8/5	9/2	10/7	11/4	12/2
1.	<b>Charlotte Burch Co-Chair</b>	√											
2.	Adaline DeMarrais												
3.	<b>Brian Kuerze Co-Chair</b>	√											
4.	<i>Beverly Leach PC Co-Chair</i>												
5.	Ronald Lee												
6.	Jennifer Loschiavo												
7.	<i>Leif Mitchell PC Co-Chair</i>												
8.	Caesar Moffett, Jr.	√											
9.	Ken Teel	√											
10.	Kenneth McCoy												
11.	Krystle Moore												
12.	Joanne Montgomery												
13.	Clara Ramos												
14.	Christine Romanik	√											
15.	Gabrielle Rosa												
16.	Robert Sideleau	√											
17.	Roberta Stewart												
18.	Dennis Torres												
	Ryan White Office												
	Planning Council Staff												
	Others: Tom Kidder, Ric Browne												
	<b>% of Council present:</b>	<b>33%</b>											

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Charlotte Burch and Brian Kuerze, Co-Chairs

---

**(1.0) Moment of Silence**

Brian Kuerze called the meeting to order at 12:00 p.m. 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 co-chair announcements today. Brian Kuerze reviewed today's agenda and the PCAT with the committee.

**(4.0) Approval of December 3<sup>rd</sup>, 2010 Meeting Summary- TABLED until 2/4/2011**

Minutes for the 12/3/2010 meeting and amended minutes from the 10/8/2010 meeting will be reviewed for approval by the QIC at the 2/4/2011 meeting.

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

**a. Quality Management Plan Review**

A summary review of the Quality Management plan occurred in light of the need for reinvention and integration of the role of the QIC with the other two committees of the Planning Council, the Strategic Planning & Assessment (SPA) and Membership/Finance committees.

A presentation was reviewed (attached) that outlines the Charges per the New Haven-Fairfield Counties EMA Planning Council of the three committees. Discussion occurred that highlights the role of SPA in developing the Comprehensive Strategic Plan, Assessing the Needs of PLWHA in the EMA and Setting service priorities and allocations. Integration of QIC is possible in helping supply the outcome of funded interventions (Health Outcomes) to the PSRA process and measuring the impact of interventions on PLWHA already in the Ryan White Part A system of care with data from the annual site visits and ongoing CAREWare performance measures.

The Membership/Finance Committee ensures provider contracts are processed and reimbursement occurs in tandem with the Ryan White Office. Expenditures by Service Category are also monitored. Possible contributions of the QIC include assisting with types of services provided in detail under each Service Category and their outcomes, and also assisting with Membership Recruitment through engaging consumers in the QI process. A more proactive outreach to consumers about the way services are delivered is planned through the QIC pod process.

A possible sequence of work was reviewed for 2011 resulting in a draft PCAT listed below. Ten (10) different tasks were listed, with chronologic order placed into this Planning Council Activity Task list.

Considerable discussion occurred about what possible quantitative insertion of QIC products (health outcomes, Standard of Care compliance, pathways to care) might be useful for SPA in the PSRA (Priority Setting & Resource Allocation) process. The committee charted Staff to review what other Ryan White Part A jurisdictions do for this process per the mandate in the Annual Grant Guidance for the Formula/Supplemental grant and report back at the February 4<sup>th</sup> meeting.

Chris Romanik will bring information from Part B on Early Intervention Services (EIS) and asked that Staff also research other Ryan White Part A entities with regards to this subject.

**Ryan White EMA Planning Council**  
New Haven and Fairfield Counties



Charlotte Burch and Brian Kuerze, Co-Chairs

Committee	2011											2012	
	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
<i>Quality Improvement Committee</i>													
Quality Improvement Plan development based on QI Accomplishments	X										X	X	
Develop Standard of Care (EIS - Early Intervention Services)	X	X											
Review HRSA: HIV/AIDS Bureau (HRSA:HAB) Performance Measures (OAMC/ Oral, Other)		X	X						X	X			
Convene Pods or Plan-Do-Study-Act sessions (MCM/OAMC, MH/SA)				X	X								
Refine Standards of Care (MCM, OAMC, MH & SA)			X										
Coordinate Data Provision on Outcomes to SPA for PSRA Process		X	X										
Determine Focus of Standard of Care/ Performance Measure Site Visits			X										
Establish Special Populations for Formula/Supplemental Grant Application					X								
Review QI portion of Grant Guidance						X							
Review Site Visit Findings							X	X					
<b>Quality Improvement Meeting Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	

**b. Standards of Care Review**

The Standards of Care that need to be updated include Outpatient/Ambulatory Medical Care (OAMC) and Mental Health/ Substance Abuse. Medical Case Management is currently being updated at the State level, with discussion required in a pod (QIC meeting) regarding layering in more indicators, specific to Health Maintenance tracking.

The immediate task is to develop a Standard of Care for Early Intervention Services (EIS), a new service category for the EMA.

**c. Review of FY 2010 QM Site Visit Findings**

The 2010 Quality Management Site Visit findings have been reviewed in detail. The outstanding items from that process for QIC discussion include updating of the four (4) Service Category Standards of Care (Outpatient/Ambulatory Medical Care, Medical Case Management, Mental Health and Substance Abuse).

Some discussion occurred about reviewing the Support Service Standards of Car that are not as robust or quantitative as desired.

**(6.0) Announcements.** Chris Romanik stated that Ryan White Part B awards are due to be released this and next week (first and second week in January).

**(7.0) Adjournment**

The meeting adjourned at 2:00 p.m.