

METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL
Quality Management Committee
Grady IDP
341 Ponce De Leon Ave Atlanta GA
December 6, 2018
10am-12pm
Minutes

Handwritten initials: NW

| Designees and Members | Designees and Members |
|--|---|
| Nicole Roebuck(Chair) AID Atlanta (P) | Brandon Pruitt(M)-Community (P) |
| Trevor Pearson(Co-Chair) Consumer Caucus (P) | Binoy Shah(M), Walgreens(A) |
| Latonya Wilkerson (D) AID Atlanta(P) | Lisa Roland Labiosa(M), Grady IDP (P) |
| Pius Akande(D) ANIZ (P) | Sharon Kricun (M) Positive Impact (PIHC) (P) |
| Stefanie Sparks (D), AIDS Legal Project (A) | RW Part A Office/Planning Council |
| Ann Phosai (D) Cobb BOH (P) | Jocelyn McKenzie –RW Office Part A (P) |
| Jane Holik (D) Emory Midtown (P) | Sandra Vincent, RW Part A Planning Council (P) |
| Reggie Goddard (D) Fulton BOH (P) | Alexis Myers, RW Part A Planning Council (P) |
| Laura Carter Williams (D) Grady IDP (P) | Rachel Powell, RW Part A office (P) |
| Shannon Cook (D) Open Hand (P) | Warren Hendricks (P) |
| Heather Wademan(D), PIHC (P) | |
| Abigail Hicks(D) (Mercy Care) (P) | Guests/Visitors/Unofficial Members Present |
| Droryern Teah Clayton BOH (P) | Chris Dunn, Gilead |
| Therese LeFrancois (D) AHF (P) | Chanel Scott Dixon, Grady IDP |
| Rachel See (D), Southside Med. Ctr (P) | Patricia Simmons, Here's To Life |
| Olutoyin Adebayo(D), Someone Cares (P) | Ed Duda, Gilead |
| Filson Kelemewark(D), DeKalb BOH (P) | Reggie Dunbar, PozVets |
| Michael Banner (D) Here's to Life (A) | Nordia Edwards, Emory MT |
| Ada Figueroa(D) Clarke County (A) | Michelle Kuntz, Project Open Hand |
| Christopher Hall (D) NAESM (P) | Christine Ikeazor, Southside Medical Center |
| Pamela Phillips (M) RW Office Part B (P) | Jenetter Richburg, AID Atlanta |
| Deb Bauer (M) RW Office Part D (P) | Katrina Barnes, Grady IDP |
| Sanjay Sharma Grady IDP(M) (P) | John Warchol, Atlanta Legal Aid |
| Albert Lee (M), Douglas Co AIDS Advocate(A) | PJ Anderson, Emory CAB |
| John Stanton, Emory University(M)(A) | |
| Nancy Maignan, (M) (A) | |
| Jennifer Bivins(M)(A) | |
| | |

Absent (A) Present (P) Designee (D) Member (M)

QUORUM:

{The presence of (3) active members of the Committee, Caucus, or Task Force shall constitute a quorum}

Yes No

CALL TO ORDER:

Meeting was called to order at 10:00am

AGENDA ITEM # 1 **AGENDA ITEM: Welcome and Introductions**
{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

| | |
|--|---------------------|
| New attendees/guests/members included: 1) Warren Hendricks, New Data Manager at the RW Part A Office 2) 2) John Warchol of Atlanta Legal Aid | Old Business |
| | New Business |
| <i>Motion: {If agenda item does not require a motion, indicate by noting “N/A”}N/A</i> | |
| <i>Action to be taken:N/A</i> | |

AGENDA ITEM # 2 APPROVAL OF AGENDA:
Chair forgot to send copy of agenda to the committee. Committee derived the agenda based on the items to be addressed from the August minutes.

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|--|---------------|--------------|
| <i>Motion:</i> Agenda was presented and accepted. | | |
| Motioned By: Pamela Phillips | Motion Passes | Motion Fails |
| Seconded By: Jane Holik | | |

AGENDA ITEM # 3 APPROVAL OF MINUTES:

| | | |
|---|---------------|--------------|
| Meeting Date: <i>November 1, 2018</i> Motion made to accept the minutes as presented | | |
| Motioned By: Deb Bauer | Motion Passes | Motion Fails |
| Seconded By: Reggie Goddard | | |

AGENDA ITEM # 4 AGENDA ITEM: 2018 Workplan Review *{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}*

| | |
|--|---------------------------|
| <p>GOAL 1A: Review and update EMA QM Plan on an annual basis. Progress update: Objective completed!</p> <p>GOAL 2A: Develop and review standards of care for funded services as needed and required.</p> <p>Objective completed!</p> <p>GOAL 2B. Monitor EMA compliance with standards of HIV related care. Update will be provided in February 2019.</p> <p>GOAL 3A: Develop, review and update performance measures for funded priority categories. Objective Completed!</p> <p>GOAL 3B. Monitor progress of EMA's performance on performance measures. Next quarterly update will be in February 2019 since the recipient's office will be absent for the January meeting.</p> <p>GOAL 4A. Establish & Implement EMA Wide Quality Improvement initiatives.</p> <p>Next quarterly update on current QI projects will be in February 2019.</p> | <p>Old Business</p> |
| <p>GOAL 4B. Ensure that QM trainings are offered to agencies and consumers in the EMA.</p> <p>TCQ training planning team will be providing a 2-day TCQ training for consumers on January 8th and 9th, 2019. Agencies will receive an email from the QM Manager at RW Part A requesting that they provide 4 names of consumer nominees. Once approved by the TCQ team, those consumers will then have to apply by December 17th. Nominations should be sent to Jocelyn McKenzie (QM Manager). QM Manager also reminded agencies about responding to the Training Needs Assessment survey monkey that she sent out to data designees, due online by 12/10/18. Some agency staff indicated they hadn't received the email, Jocelyn agreed to resend to QM chair for forwarding to the QM Committee.</p> <p>GOAL 5A. Engage other HIV funded programs in Quality Management planning and Improvement Initiatives.</p> <p>No further updates this month.</p> <p>GOAL 5B. Promote the coordination of prevention and care quality improvement activities. The RW Part A EMA continues to promote coordination of QI activities through working with entities like the GA DPH, RW Part B, RW Part D to share QI activities and best practices. Same</p> | <p>New Business X</p> |
| <p><i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"} N/A</i></p> | |

| | | | | |
|-------------------------------|---------------------|--------------|---|--|
| <i>Action to be taken:N/A</i> | | | | |
| # of Votes For: | # of Votes Against: | Motioned By: | Motion Passes <input type="checkbox"/> | Motion Fails <input type="checkbox"/> |
| | | Seconded By: | | |

AGENDA ITEM # 5 AGENDA ITEM: Agency QM Discussions/Updates
{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

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|--|---------------------|--------------|---|--|
| <p>QM Manager reintroduced the Control/Influence matrix to assist committee members with determining the next steps in the Linkage to Care Project. The QM committee decided that it would make the most sense to solicit feedback from PLWHA to assist in determining where we wanted to focus our efforts with improving the linkage process. We determined that as previously suggested, it would be too difficult and timely to try to do focus groups. Instead the QM Committee determined that having PLWHA to complete a quick survey(via survey monkey) would be the best way to solicit and analyze that feedback in time for our deadline of February. QM committee created the questions for the survey which will be edited for wording and then sent out for agencies to begin using with their clients. Timeline for survey will be from January 2-21, 2019 providing enough time for the QM Manager to produce the results of the report for the February QM Committee meeting.</p> <p>Prioritization Matrix: QM Manager provided a prioritization matrix tool for the committee to determine priorities for the HAB measures that will be tracked in FY 19-20. Due to time constraints, QM committee was unable to complete the exercise during the meeting and agreed to do some homework to complete the matrix in advance of the January meeting.</p> | | | Old Business X | |
| | | | New Business | |
| <p><i>Motion: {If agenda item does not require a motion, indicate by noting “N/A”}</i> N/A</p> | | | | |
| <i>Action to be taken:N/A</i> | | | | |
| # of Votes For: | # of Votes Against: | Motioned By: | Motion Passes <input type="checkbox"/> | Motion Fails <input type="checkbox"/> |
| | | Seconded By: | | |

AGENDA ITEM # 6 AGENDA ITEM: Consumer Caucus Update
{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

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|---|---------------------|--------------|---|--|
| Consumer Caucus is still working on a work plan. | | | | Old Business X |
| | | | | New Business |
| <i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"} N/A</i> | | | | |
| <i>Action to be taken:N/A</i> | | | | |
| # of Votes For: | # of Votes Against: | Motioned By: | Motion Passes <input type="checkbox"/> | Motion Fails <input type="checkbox"/> |
| | | Seconded By: | | |

AGENDA ITEM #7 AGENDA ITEM: Integrated Plan Update

{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

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|--|---------------------|------------------|---|--|
| The Council has refilled the Epidemiologist position who begins employment on December 12 th . This person will focus on the data needed for the integrated plan and assessment committee projects. | | | | Old Business |
| | | | | New Business |
| <i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}N/A</i> | | | | |
| <i>Action to be taken:</i> | | | | |
| # of Votes For: | # of Votes Against: | Motioned By: N/A | Motion Passes <input type="checkbox"/> | Motion Fails <input type="checkbox"/> |
| | | Seconded By: | | |
| | | Seconded By: | | |

AGENDA ITEM # 8 AGENDA ITEM: QM Part A Update

{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

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|--|--|--|--|-------------------|
| QM Manager and QM Chair will be attending the RW Conference next week to present on the DMAIC methodology used to implement our Linkage to Care Project. QM Manager also introduced the new data manager Warren Hendricks. | | | | Old Business X |
| | | | | New Business |
| <i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"} N/A</i> | | | | |

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|--------------------------------|---------------------|--------------|--|---|--|
| N/A | | | | | |
| <i>Action to be taken:</i> N/A | | | | | |
| # of Votes For: | # of Votes Against: | Motioned By: | | Motion Passes <input type="checkbox"/> | Motion Fails <input type="checkbox"/> |
| | | Seconded By: | | | |

AGENDA ITEM #9 AGENDA ITEM: Part B updates

{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

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|--|---------------------|-----------------|--|---|--|
| Pam Phillips provided an update to the committee regarding Part B updates. The written report is attached. | | | | New Business | |
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| <i>Motion: {If agenda item does not require a motion, indicate by noting “N/A”} N/A</i> | | | | | |
| <i>Action to be taken:</i> | | | | | |
| # of Votes For: | # of Votes Against: | Motioned By:N/A | | Motion Passes <input type="checkbox"/> | Motion Fails <input type="checkbox"/> |
| | | Seconded By: | | | |

AGENDA ITEM #10 AGENDA ITEM: Part D updates

{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}

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|---|---------------------|------------------|--|---|--|
| Deb Bauer reported that the Part D program’s Poster was accepted to be on display at the RW Conference next week. Their next quality meeting will be in January 2019. | | | | Old Business | |
| | | | | New Business | |
| <i>Motion: {If agenda item does not require a motion, indicate by noting “N/A”}N/A</i> | | | | | |
| <i>Action to be taken:</i> | | | | | |
| # of Votes For: | # of Votes Against: | Motioned By: N/A | | Motion Passes <input type="checkbox"/> | Motion Fails <input type="checkbox"/> |
| | | Seconded By: | | | |

Other Announcements: Trevor Pearson indicated that there were 8 new certified QM consumers in Atlanta. Ed Duda from Gilead announced the DPH PrEP summit to be held on Saturday December 8th at The Gathering Spot. Additionally announced PIHC’s Party with Impact on Sunday December 9th.

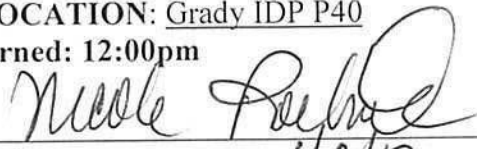
WORKPLAN UPDATE: See attached

NEXT MEETING DATE/TIME: January 3, 2019

NEXT MEETING LOCATION: Grady IDP P40

Time Meeting Adjourned: 12:00pm

Attested by: _____



{Chair's Signature}

Minutes Approval Date: _____

1/3/18

