

The need for additional representation on the committee was discussed. The subcommittee decided it would be appropriate to ask the County to send another letter, to the official contact and administrators at each agency, soliciting their participation in the planning process.

VI. Standing Business

▪ *Dental Standards Revisions*

- *Marlen Hernandez*

Marlen Hernandez explained that the standards were approved by the Partnership in May 2005 but the language has not yet been updated. Members discussed changing the following throughout:

- "Title I" will be replaced by "Ryan White Program;"
- "patients" will be replaced by "clients;"
- and "dental" will be replaced by "Oral Health Care."

Motion to approve the Oral Health Care Standards with the changes noted.

Moved: Frederick Downs

Seconded: Ausline Paris

Motion: Passed

▪ *Outcome Measures for Fiscal Year (FY) 2010/2011*

- *Marlen Hernandez*

Members reviewed the outcome measures discussed at the last meeting on page two of the minutes. The FY 2010/2011 begins in March and the outcome measures will be included in continuing contracts. Members also reviewed the Bureau of HIV/AIDS (HAB) Performance Measures regarding oral exams (copy on file). In order to fulfill the performance measure data will be collected from the health assessment in Service Delivery Information System (SDIS). Ms. Hayden suggested staff report to the subcommittee on these measures and compare them to the billing data from the SDIS next fiscal year..

Ms. Hernandez announced that the AIDS Education and Training Centers (AETC) Tobacco Counseling Tool and Quality Management (QM) Oral Health Care Indicators/Benchmarks (copies on file) are included in the meeting materials for reference.

▪ *Oral Hygiene Instruction*

- *Marlen Hernandez*

At the last meeting providers were asked to submit any forms on file to assist with oral hygiene instruction language. Dr. Robert Johnson submitted a checklist (copy on file) from CHI that helps to ensure proper documentation. He noted that a line will be added to note if clients refuse referrals to counseling.

▪ *Continuous Quality Improvement (CQI) Updates*

- *Ariela Eshel Bernstein*

Follow up to the Oral Health Care Record Reviews will begin in January or February. Four of six pharmacy reviews have been completed.

Medical Case Manager (MCM) trainings are focusing on the first three sections of the Comprehensive Health Assessment and Plans of Care. AETC presented on adherence and resistance at the MCM Supervisor training.

▪ *Oral Health Care Review Tool*

- *Marlen Hernandez*

Members reviewed the Ryan White Program Oral Health Review Tool (copy on file). Ms. Hernandez noted that the medical providers use the AETC review tool rather than a separate Ryan White review tool. A copy of the AETC Dental Chart Review Instrument was in the meeting materials for reference. Members made the following changes to the Oral Health Services Review Tool:

- #7 "informed" will be changed to "general."
- #15g will be deleted.

- #16h and #16j under comprehensive exam will be deleted.
- #16f under problem focused exam will be deleted.
- #22 “when indicated” will be moved to the end of the sentence.
- # 23 – 27 will be deleted.
- The new #23 will read, “Documentation of oral hygiene instruction every six months or at next appointment if later than six months.”
- The new #24 will read, “Documentation of nutritional assessment with referral for identified needs, or, documentation that if no need was identified at this time.”
- The new #25 will read, “Documentation of tobacco assessment with referral for identified need, or, documentation that if no need was identified at this time.”
- The title of the document will be changed to “Oral Health Care Review Tool”.

Motion to accept the revised Oral Health Care Review Tool.

Moved: Carla Valle-Schwenk

Seconded: Frederick Downs

Motion: Passed

Dr. Johnson noted that CHI’s Evidence of Compliance chart (copy on file) in the meeting materials is very helpful and the technique should be utilized by other providers during record reviews.

VII. New Business

Carla Valle-Schwenk reported that it has been brought to her attention that certain clients exceed the \$3000 cap for oral health care services with one major procedure and are unable to get important preventiver procedures until the following fiscal year. Members discussed options and decided to recommend reconsidering the no exceptions limit on the \$3,000 cap in the Oral Health Care Service Delivery languageI to allow the County and subcommittee to review request for overrides for unusual circumstances.

Motion to amend the Oral Health Care Service Delivery language for 2010-2011 to allow consideration of exceptions to the \$3000 cap in unusual circumstances as approved by the County and the Oral Healthcare Subcommittee.”

Moved: Carla Valle-Schwenk

Seconded: Ausline Paris

Motion: Passed

VIII. Announcements

Ms. Hernandez announced that corrected needs assessment oral health care data (copy on file) was in the meeting materials. She also announced that a Partnership report (copy on file) was in the meeting materials and will be distributed to all committees and subcommittees from this point forward.

IX. Next Meeting

The next meeting is March 3rd from 9:00 a.m. to 11:00 a.m. at BSR.

X. Adjournment

Motion to adjourn.

Moved: Frederick Downs

Seconded: Odalys Vega

Motion: Passed

The meeting was adjourned at 10:35 a.m.