



**MIAMI-DADE  
HIV/AIDS PARTNERSHIP  
Strategic Planning Committee Meeting  
Behavioral Science Research, 2121 Ponce de Leon Boulevard, Suite 230  
January 8<sup>th</sup>, 2010 Minutes**

*Approved February 12, 2010*

#	Members	Present	Absent
1	Batts, Metris	X	
2	Brooks, Andrea	X	
3	Dennis Iadarola	X	
4	Louis, Ray		X
5	McGowan, Ed		X
6	Messick, Barbara	X	
7	Valle-Schwenk, Carla	X	
8	Wilson, Carol	X	
9	Wooten, Lonnie	X	
10	Wyatt-Sweeting, Michele	X	
<b>Quorum =5</b>			

Guests	
Kevin Callo	
Ivonne Del Valle	
Maria Sevares	
Staff	
Christina Bontempo	Kimberly Tardalo
Beth Hayden	
Marlen Hernandez	
Bob Ladner	

**I. Call to Order/Introductions**

The chair, Michele Wyatt-Sweeting, called the meeting to order at 10:15 a.m., welcomed everyone and asked for introductions.

**II. Resource Persons**

Ms. Wyatt-Sweeting indicated Behavioral Science Research (BSR) staff as resource individuals.

**III. Review Agenda**

Members reviewed the agenda.

**IV. Review/Approve Minutes**

Members reviewed the minutes of December 11<sup>th</sup>, 2009.

**Motion to approve the minutes of December 11<sup>th</sup>, 2009, as presented.**

**Moved: Barbara Messick**

**Seconded: Lonnie Wooten**

**Motion: Passed**

**V. Membership**

One committee application has been submitted but the applicant is not present. The Partnership and all committees are in need of new members; anyone interested should contact staff.

**VI. Standing Business**

▪ **Ryan White Program Update**

*Carla Valle-Schwenk*

On December 15<sup>th</sup>, a HRSA conference call with Part A grantees was held to discuss changes in the Ryan White Program legislation. One significant change is that up to one third of supplemental funds will be

determined by the Eligible Metropolitan Area's (EMA's) ability to identify those unaware of their status, get them tested and connect them to care. This substantially changes the EMA's current outreach focus on clients lost to care or at risk of becoming lost to care. EMAs are now required to submit an additional narrative to their already submitted application for Ryan White Part A funding that describes their plan to identify those unaware of their status, test them and connect them to care. Since the Department of Health (DOH) and CDC already fund local programs to test and connect new clients to care, the plan will describe how it will avoid duplication of efforts. The additional narrative is worth 34 of 100 points towards the supplemental portion of the grant application.

The DOH and Ryan White Program have signed a data sharing agreement. This will assist in coordinating lab results and medication lists as well as collecting data for HRSA outcome measures.

The Care and Treatment Committee reviewed the Ryan White Program Sweeps #4 and Minority AIDS Initiative (MAI) carryover funds. For Sweeps, \$667,461 was swept from ten categories and \$2,175,321 was requested in 8 categories. The committee moved to place the full amount available into outpatient medical care as the category with the most severe need. For MAI carryover, \$47,042 was awarded and the committee moved to allocate \$40,000 to substance abuse residential and the remaining funds to outpatient medical care.

The Historical Museum is now closed on Mondays; Partnership meetings will continue to be held at the Museum. At its next meeting, the Partnership will consider changing the meeting date to Tuesdays.

## **VII. New Business**

### **Elections**

Michele Wyatt-Sweeting's first term as chair has expired; she is up for re-election. Members received ballots for the re-election of Ms. Wyatt-Sweeting.

**Motion to accept the ballot, as presented.**

**Moved: Metris Batts**

**Seconded: Barbara Messick**

**Motion: Passed**

Ms. Wyatt-Sweeting was unanimously re-elected.

### **Comprehensive Plan Update**

Ray Louis was not present and members decided to table the housing goals until February.

**Motion to table Goals four and five until February.**

**Moved: Lonnie Wooten**

**Seconded: Andrea Brooks**

**Motion: Passed**

The committee reviewed all items with a January 2010 review date; the following updates were discussed:

- 1.1.5: Facilitate linkages and enhance collaboration between outreach providers and non-outreach providers to ensure client retention in care.
  - Due to new HRSA requirements this activity may be modified.
  - Continuous Quality Improvement (CQI) and OGC are working to develop a plan that will place outreach workers at points of entry and/or create a consent form that will allow outreach workers to assist new positives to access care.
  - An RFP for County general funds may be possible as a means to fund these efforts.
  - The January Performance Improvement Advisory Team (PIAT) meeting will be devoted to outreach.
  - Review date: March 2010

- 1.2.2: Streamline and simplify data collection screens in SDIS.
  - CQI is working in monthly meetings with Automated Case Management Systems (ACMS) to review the revised screens.
  - Review date: April 2010
  
- 1.2.3: Create and implement strategies for data sharing agreement with ADAP.
  - This activity is complete.
  - A new activity 1.2.4 will be added to plan.
  
- (NEW) 1.2.4: Request, collect and analyze data received through the data sharing agreement with ADAP.
  - Data requests will be made for quarterly review.
  - Review date: April 2010
  
- 1.3.1: Key Points of Entry survey is developed and administered to identify gaps in linkages, especially between the key points of entry, medical case management, and the HIV/AIDS service system.
  - A town hall meeting with key PLWHA and key representatives from DOH, Camillus House, Veterans Association, Jackson Health Systems, ALERT Health and local blood banks will be held in April to discuss how to accomplish effective linkages.
  - Members will discuss talking points for the town hall meeting in February. Gaps identified in the outreach plan narrative of the Ryan White Program grant (see Ryan White Program Update, above), will be considered.
  - Review date: February 2010
  
- 2.1.3: Develop and promote training of the *National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health Care* with a focus on areas identified as needing improvement.
  - Ryan White provider agencies are contractually obligated to adhere to CLAS standards, but it is not clear how the requirement is monitored. Ms. Valle-Schwenk will bring a copy of the standards for review.
  - The Florida Alcohol and Drug Abuse Association (FADAA) holds a webinar on CLAS standards; Ed McGowan will bring details.
  - Review date: February 2010
  
- 2.2.3: Develop and promote methods to improve the quality and amount of medical case management supervision, and clarify supervisory responsibilities.
  - Staff requested a report on supervisory codes but the data was not yet available at the time of the meeting; data will be brought to the February meeting.
  - Review date: March 2010
  
- 3.1.1: Improve coordination and collaboration between Part A funded providers and other community resources to ensure PLWHA in need of substance abuse treatment are efficiently connected to service.
  - 3.1.2: Increase coordination between substance abuse providers and medical case managers. And 3.1.3: Improve compliance with service delivery guidelines for linkages and referrals to ensure residential substance abuse treatment clients are connected to outpatient substance abuse treatment or appropriate medical care upon discharge.
  - 3.1.3: Improve compliance with service delivery guidelines for linkages and referrals to ensure residential substance abuse treatment clients are connected to outpatient substance abuse treatment or appropriate medical care upon discharge
    - The Service Delivery Information System (SDIS) has a weekly list of open beds.
    - SDIS now includes a pop-up notifying a medical case manager when one of his/her clients is about to be released from residential substance abuse treatment; substance abuse providers must also complete a screen indicating if a client leaving residential substance abuse treatment has completed

- the program, or, if not, why he or she left prematurely; and a screen indicating to which agency a client leaving residential treatment was referred for outpatient substance abuse counseling.
  - CQI will hold a meeting of residential and outpatient substance abuse providers to review SDIS screens and discuss what modifications would be helpful to them.
  - The South Florida Provider Coalition (SFPC) can provide a list of beds available outside of the Ryan White Program. OGC will coordinate with SFPC and send a weekly list of those beds through SDIS.
  - Previous changes to SDIS have been helpful.
  - Continued monitoring of substance abuse outpatient outcomes is needed.
  - Review date: March 2010
- 3.1.4: Establish reasonable follow up guidelines for residential substance abuse providers referring clients to outpatient counseling.
  - The Ryan White Program Service Delivery Guidelines state that providers should be compliant with national standards. This is too general and should be discussed at the meeting being planned by CQI for substance abuse providers.
  - The Florida Department of Children and Families guidelines indicate a 12 month follow up as reasonable.
  - Review date: March 2010
- 3.1.5: Publicize through SDIS available residential substance abuse slots.
  - Weekly SDIS announcements regarding available Ryan White Program beds are sent; OGC will coordinate with SFPC for a weekly list of beds available outside of the Ryan White Program.
  - Review date: March 2010
- 3.3.1: Increase availability of information on HIV/AIDS resources to PLWHA, HIV/AIDS service providers and the general community.
  - The final draft of the provider brochure in English, Spanish and Creole (copy on file) was in the meeting materials. Members noted a few editorial corrections and suggested including a funding key (core/support/other) for clarification. Staff will make the changes and a final draft will be presented in February.
  - Review date: February 2010
- 4.1.1: Develop a simple, easy-to-understand report to communicate trends in incidence and changes in utilization patterns in various formats and in various settings (forums, focus groups, training sessions, etc.). And 4.2.1: Develop a legislative education packet.
  - Members reviewed a draft of the Annual Report (copy on file). A note should be added stating that the Ryan White Program is federally funded.
  - Members were asked to forward any additional comments to staff prior to the February meeting.
  - Members asked Kevin Callo to report on tracking of DOH marketing campaign efficacy, if any. Specifically, the committee is interested in outcomes related to the Test Miami campaign. If tracking is available, the committee will formally request regular reports.
  - Review date: February 2010
- 4.4.1: Update current information on an ongoing basis related to epidemiology, updates in treatment standards, legal challenges, entitlement programs, insurance issues, and demographic shifts within the EMA.
  - This is continuous and ongoing.
  - Review date: August 2010
- **2010 Needs Assessment**

The 2010 needs assessment will be held on July 8<sup>th</sup>, 13<sup>th</sup>, 16<sup>th</sup> and 22<sup>nd</sup> (if necessary). Generally, all

committees cancel their regularly scheduled meeting that month to allow for members to attend the needs assessment meetings.

**Motion to cancel the July 9<sup>th</sup> Strategic Planning Committee meeting.**

**Moved: Carla Valle-Schwenk**

**Seconded: Barbara Messick**

**Motion: Passed**

### **VIII. Announcements**

Metris Batts announced that the 4<sup>th</sup> Annual Unity Awards were a great success; she reported that the Community Mobilization Committee is looking for an agency to host the 5<sup>th</sup> Annual Unity Awards.

Ms. Batts distributed a flier (copy on file) for National Black HIV/AIDS Awareness Day (NBHAAD) and asked any parties interested in participating to contact her.

Staff announced that the Community Coalition Committee will operate on a rotating location schedule for this quarter; the January meeting will be at Empower “U.”

### **IX. Next Meeting**

The next meeting is February 12<sup>th</sup>, 2010 at BSR.

### **X. Adjournment**

**Motion to adjourn.**

**Moved: Lonnie Wooten**

**Seconded: Andrea Brooks**

**Motion: Passed**

The meeting was adjourned at 11:50 a.m.