

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12 noon, Monday, March 25, 2019

Meeting Location: 2223 West Loop South, Room 240

Houston, TX 77027

AGENDA

- I. Call to Order Rodney Mills and
Isis Torrente, Co-Chairs
 - A. Welcome
 - B. Announce who will be chairing the meeting
 - C. Moment of Reflection
 - D. Adoption of the Agenda
 - E. Approval of the Minutes

- II. Public Comment
(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person living with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting.)

- III. Training: The Ryan White How To Best Meet the Need Process Tori Williams
 - A. Sign Up for HTBMN Workgroup Meetings

- IV. Old Business
 - A. Project LEAP Recruitment – Many thanks!
 - B. Road 2 Success
 - C. 2019 Community Events
 - D. Greeters

- V. Announcements
No committee meeting in April so that members can participate in the HTBMN training and workgroup meetings

- VI. Adjourn

- VII. Members meet with committee mentor Allen Murray

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

1:30 pm, Monday, February 25, 2019

Meeting Location: 2223 West Loop South, Room 532, Houston, TX 77027

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Rodney Mills, Co-Chair	Rosalind Belcher	Samantha Bowen, RWGA
Veronica Ardoin	Arlene Johnson	Patrick Martin, TRG
Tony Crawford	Isis Torrente, excused	Reachelian Ellison, TRG
Holly McLean	Ma'Janae Chambers	
John Poole, via phone	Eddie Gonzalez	
Tana Pradia	Veria Steptoe	<i>Office of Support</i>
Ardry "Skeet" Boyle	Roy Wesley	Tori Williams
Lionel Pennamon		Rod Avila

Call to Order: Mills called the meeting to order at 1:35 p.m. He invited committee members to introduce themselves, and then asked for a moment of reflection.

Adoption of the Agenda: Motion #1: *it was moved and seconded (Boyle, Galley) to adopt the agenda with the following two changes: move 2019 Monthly Meeting Dates and Times so that it is item F and add Winter Shirts so that it is item b. under 2019 Community Events. Motion carried unanimously.*

Approval of the Minutes: Motion #2: *it was moved and seconded (Galley, Pradia) to approve the November 12, 2018 minutes. Motion carried.* Abstentions: Ardoin, Crawford, and McLean.

2019 Committee Meeting Dates & Times: After a brief discussion the Committee agreed by consensus to meet at 12 noon on the second Monday following Council meeting. They will meet in room 240 when necessary.

Nuts and Bolts for New Members: Williams reviewed the attached documents: Nuts and Bolts for New Members, a memorandum regarding End of Year Petty Cash Procedures, and Open Meetings Act Training memo.

Public Comment: None.

New Business

Purpose of the Council, Public Hearings & Health Fairs, and Purpose of Committee: Committee members reviewed and took turns in reading aloud: Purpose of the Council, Public *Hearings and Health Fairs*, and Purpose of the Committee, see attached presentations and power point slides.

2019 Critical Time: Williams reviewed the Timeline of Critical 2019 Council Activities and the 2019 Monthly Dates and Times, see attached.

Community Events: Committee members signed up to staff booths at community events, see the attached schedule of events. AIDS Walk: Committee members signed up to hand out Project LEAP flyers at the AIDS Walk on March 3, 2019. The Office of Support will review the budget closer to the end of the year and consider the request for winter Ryan White shirts.

Greeters: Volunteers signed up to be greeters at monthly Council meetings, see attached.

Adopt 2019 Committee Goals: Motion #4: *it was moved and seconded (Boyle, Pennamon) to accept the 2019 committee goals.* **Motion carried unanimously.**

Old Business

Client Concerns vs. Client Complaints: Martin reviewed the role of The Resource Group to oversee the distribution of Part B and State Service funding, the right of clients to access care and services and definition for informed consent and confidentiality.

Client Satisfaction Survey: Ellison from The Resource Group presented the revised process for collecting the data needed for the Client Satisfaction Report. See attached.

Committee Vice-Chair: The Committee agreed by consensus to table the items related to electing a Committee Vice Chair and voting until the March Committee meeting.

2019 Project LEAP Recruitment: Williams invited the committee to take lots of flyers and continue scouting for prospective Project LEAP applicants. Pradia commented that the low number of Hispanic LEAP applicants is noticeable and seems to be connected to the current political situation.

Announcements: none

Adjourn: Motion #6: *it was moved and seconded (Boyle, Pradia) to adjourn the meeting at 3:49 p.m.* **Motion carried unanimously.**

Submitted by:

Approved by:

Tori Williams, Director Date

Committee Chair Date

THE HOW TO BEST MEET THE NEED PROCESS (HTBMN)



Presented by Tori Williams
Ryan White Office of Support
March 25, 2019

WHAT IS THE HTBMN PROCESS



- It is a series of workgroups, held annually and facilitated by the Quality Improvement Committee, to review and/or revise all Ryan White service definitions and determine the financial eligibility for each service.

HTBMN PROCESS CON'T



- The service definitions that will be reviewed are funded by the Ryan White Program Parts A and B, and State Services funding.

WHY?



- Services are reviewed in order to improve, sometimes bring back, and sometimes eliminate, a particular service.



- At 2 pm on Tuesday, March 19th, there will be a joint meeting of all committees to determine the criteria used to decide if a Ryan White funded service will be continued or eliminated. This is a very important meeting so please attend if you can.

How

- On April 18th, the Quality Improvement Committee will facilitate several workgroups to discuss a number of exciting new ideas proposed by the Steering Committee and others.
- On Tuesday, April 23rd and Wednesday, April 24th, the Committee will facilitate three workgroups to review the remaining, currently funded services.

TRAININGS



- On March 25th, the Affected Community Committee will host a training on the HTBMN process. All are welcome to attend.
- After the April Council meeting adjourns on April 11th, the Quality Improvement Committee will host a training on the documents being used for decision-making. These trainings are important for anyone interested in participating in a workgroup. Please attend if you can.

THE COUNCIL NEEDS YOU



WE WANT YOU!

- Sign up for workgroups – see Diane
- Come to the trainings
- We need your input



Steps to Participate in the 2019 Ryan White *How To Best Meet the Need* Process

What is *How To Best Meet the Need*?

It is defining the HRSA approved service categories so that they “best meet the needs” of our local community.

The Ryan White Planning Council is responsible for planning the organization and delivery of HIV services, specifically in the areas of outpatient medical care, case management and comprehensive treatment services. Each year, the Planning Council reviews and refines its service definitions in preparation for the next funding cycle which begins March 1st of the following year. The purpose of each workgroup is to review specific service category definitions and make recommendations as needed to improve service delivery and effectiveness.

In 2019:

- Step 1: Sign up with Rod or Diane in the Office of Support to attend trainings on:
- The process used by the various workgroups - **12 noon, March 25th**
 - The documents used to justify changes made to service definitions - **1:30 pm, April 11th**
- Step 2: Determine the criteria to be used to select FY 2020 service categories. **2 pm, March 19th**
- Step 3: Pick up materials for the workgroups – **any time on or after April 11th**
- Step 4: Workgroups take place. At the workgroups, participants are invited to:
- Introduce themselves and state their conflict of interest
 - Staff explains their role in the process
 - The Administrative Agent provides general information
 - The Office of Support staff provides general information
 - Each service definition is discussed and recommended changes are made
 - The financial eligibility for the service is made
- Step 5: Workgroup recommendations are moved forward to the Quality Improvement Committee where additional changes can be made to the definitions. **2 pm, Tues. May 14th**
- Step 6: There is a Public Hearing where the service definitions are presented to the public. **7 pm, Mon., May 20th, City Annex, 900 Bagby St, downtown Houston.**
- Step 7: Service definitions and recommended changes move forward to the Steering Committee at **12 noon on June 6th**. Changes made to services are final only after the Council has approved the FY 2020 service definitions at **12 noon on June 13th**.

March 1, 2020: Changes made to FY 2020 service categories take effect.

Service Category	<p>Is this a core service?</p> <p>If no, how does the service support access to core services & support clients achieving improved outcomes?</p>	<p>How does this service assist individuals <i>not in care</i>* to access primary care?</p> <p><i>*EIIHA: Early Identification of Individuals with HIV/AIDS</i> seeks to identify the status-unaware and link them into care</p> <p><i>*Unmet Need:</i> Individuals diagnosed with HIV but with no evidence of care for 12 months</p> <p><i>*Continuum of Care:</i> The continuum of interventions that begins with outreach and testing and concludes with HIV viral load suppression is generally referred to as the Continuum of HIV Care or Care Treatment Cascade.</p>	<p>Documentation of Need</p> <p>(Sources of Data include: 2016 Needs Assessment, 2017-2021 Comp Plan, 2016 Outcome Measures, 2016 Chart Reviews, Special Studies and surveys, etc.)</p>	<p>Identify non-Ryan White Part A or Part B/ non-State Services Funding Sources</p> <p>(i.e., Alternative Funding Sources)</p> <p>Is this service typically covered under a Qualified Health Plan (QHP)?</p>	<p>Justify the use of Ryan White Part A, Part B and State Services funds for this service.</p> <p>Is this a duplicative service or activity?</p>	<p>Service Efficiency</p> <p>Can we make this service more efficient? For:</p> <p>a) Clients</p> <p>b) Providers</p> <p>Can we bundle this service?</p> <p>Has a recent capacity issue been identified?</p>	<p>Recommendation(s)</p>
<p>Clinical Case Management - Part A</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> EIIHA</p> <p><input type="checkbox"/> Unmet Need</p> <p><input type="checkbox"/> Continuum of Care</p>		<p>Covered under QHP?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>Case Management – Non-Medical - Part A (Service Linkage at testing sites)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><input type="checkbox"/> EIIHA</p> <p><input type="checkbox"/> Unmet Need</p> <p><input type="checkbox"/> Continuum of Care</p>		<p>Covered under QHP?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			

‡ Service Category for Part B/State Services only.

FY 2020 HOW TO BEST MEET THE NEED WORKGROUP SCHEDULE (Revised 03/07/19)
Houston Ryan White Planning Council, 2223 W. Loop South; Houston, TX 77027

TRAINING FOR ALL PARTICIPANTS:

1:30 p.m. ~ **Thursday, April 11, 2019** ~ 2223 West Loop South, Room 532

SPECIAL WORKGROUP:

10 am, Thursday, April 18, 2019

A Special Workgroup Meeting to Discuss: Rhode Island Connect Workforce Program, Geriatric Care, Telemedicine, Pay for Performance, Test and Treat, and Outreach to Those 35 Years of Age & Younger.

2223 West Loop South, Room 416

All workgroup packets are available online at www.rwpcHouston.org on the calendar for each date below (packets are in pdf format and are posted as they become available).

Workgroup 1	Workgroup 2	Workgroup 3	Workgroup 4
10:30 a.m. Tuesday, April 23, 2019 Room #416	1:30 p.m. Tuesday, April 23, 2019 Room #416	3:00 p.m. Wednesday, April 24, 2019 Room #416	12:00 p.m. Tuesday, May 14, 2019 Room #240
<u>Group Leaders:</u>	<u>Group Leaders:</u>	<u>Group Leaders:</u>	<u>Group Leaders:</u> Ronnie Galley & Allen Murray
<u>SERVICE CATEGORIES:</u> Ambulatory/Outpatient Medical Care (includes Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management, Outreach and Service Linkage) – Adult and Rural Ambulatory/Outpatient Medical Care (includes Medical Case Management and Service Linkage) – Pediatric Case Management - Clinical Case Management - Non-Medical (Service Linkage at Test Sites) Referral for Health Care and Support Services [‡] (ADAP workers) Vision Care	<u>SERVICE CATEGORIES:</u> Health Insurance Premium & Co-pay Assistance Medical Nutritional Therapy and Supplements Mental Health Services [‡] Oral Health – Rural & Untargeted [‡] Substance Abuse Treatment/ Counseling Case Management - Non-Medical [‡] (Substance Use Treatment Sites)	<u>SERVICE CATEGORIES:</u> Early Intervention Services [‡] (for the incarcerated) Home & Community-based Health Services [‡] (Adult Day Treatment) Hospice Linguistic Services [‡] Transportation (Van-based -- untargeted & rural)	<u>SERVICE CATEGORIES:</u> Blue Book
Part A categories in BOLD print are due to be RFP'd.			
[‡] Service Category for Part B/State Services only; Part B/State Services categories are RFP'd every year. To confirm information for Part B/State Services, call 713 526-1016.			

Affected Community Committee
2019 Community Events (as of 02-26-19)

Point Person (PP): Committee member who picks up display materials and returns them to the Office of Support.

Day, date, times	Event	Location	Participants
Sunday, March 3 1pm-Walk	AIDS Foundation Houston (AFH) AIDS Walk	Houston Park Downtown 1100 Bagby Street, 77002	<u>Need 3 volunteers – distribute LEAP flyers:</u> Tana, Tony and Ronnie
April or May	Road 2 Success	Thomas Street Health Center	<u>Need 4 Volunteers:</u> Lionel, Skeet, Ronnie, Holly and Veronica
Sun. June 2	Long-Term HIV Survivors Event	Neon Boots	<u>Need 4 Volunteers:</u>
June 22	Pride Festival	Downtown near City Hall	<u>Shift 1 (11:30 am-2 pm): PP: Rod, Tana, Skeet & Ronnie</u> <u>Shift 2 (2-4:30 pm): Tana, Holly & Veronica</u> <u>Shift 3 (4:30-7 pm): PP: Maybe Tony</u>
August	Road 2 Success		
September	Camino hacia tu Salud	Positive713 Leonel Castillo Community Center 2101 South Street, 77009	<u>Need 4 Volunteers:</u>
October	Road 2 Success		<u>Need 4 Volunteers:</u>
October	MISS UTOPIA	NOTE CHANGE OF VENUE IN 2018 CROWNE PLAZA HOUSTON (Near Reliant - Medical) 8686 Kirby Drive Houston, Texas 77054	<u>4 Volunteers: PP:</u> DISTRIBUTE LEAP FLYERS
November	Camino hacia tu Salud		
Sunday, December 1	World AIDS Day Events	SEE CALENDAR OF EVENTS	Most committee members attend events DISTRIBUTE LEAP FLYERS

Greeters for 2019 Council Meetings

(Revised: 02-28-19)

2019 Meeting Dates (Please arrive at 11:45 a.m. Unless otherwise noted, the meetings are held at 2223 W. Loop South)	Greeter #1 External Member	Greeter #2	Greeter #3
Thurs. March 14	Skeet	Tony	Ronnie
Thurs. April 11	Lionel	Veronica	Holly
Thurs. May 9	Lionel	Rodney	Tony
Thurs. June 13 – LEAP presentation			
Thurs. July 11			
Thurs. August 8			
Thurs. September 12			
Thurs. October 10			
Thurs. November 14 External Committee Member Appreciation			
Thurs. December 12			