

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Christine Romanik, Co-Chair

Quality Improvement Meeting Minutes

Meeting Date: Thursday, November 5, 2015
Start Time: 12:01 pm
End Time: 1:27 pm
Location: Burrough's Community Center
Presiding Chair: Christine Romanik
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from October 1, 2015 meeting

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2014 PCAT for the Quality Improvement Committee

(1.0) Moment of Silence

Christine called the meeting to order at 12:01 pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

All participants introduced themselves.

(2.0) Co-Chair Announcements

This committee is in need of a new co-chair. Ken Teel offered to take on this commitment. Roberta offered to bring this to the Executive committee for further discussion.

(3.0) Approval of October 1, 2015 QI Meeting Minutes

A motion to approve the minutes from October 1, 2015 was made by Joanne Montgomery and seconded by Ken Teel

For (3): Teel, Montgomery, Stewart

Against (0):

Abstain (2): Romanik, Delgado

(4.0) New Business/Old Business

- **Review 2015 PCAT (Planning Council Activity Timeline)**

The committee reviewed the QI Planning Council Activity Timeline and the committee is right on track with all tasks.

- **Review Service Standards**

Staff presented the newly separated Substance Abuse Inpatient and Substance Abuse Outpatient service standards that were worked on between Joanne Montgomery and staff over the last few weeks. The final draft of these standards were both presented and the service category definitions were accurately linked back to the SPA approved Service Category Definitions for both Substance Abuse Residential and Outpatient. Staff went

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through all changes that were made to make these service standards accurate and brought up to date. Staff will make sure on the Residential Service Standard, that the work 'inpatient' is used instead of 'residential'. An item was added to the SPA parking lot regarding the Substance Abuse Outpatient and reviewing the service category definition. Joanne helped explain all the changes and the reasoning behind them. The number of hours of training included in all service standards need attention to ensure accuracy and this has been put in the parking lot of this committee. During discussion of the number of training hours required under the SA Outpatient, it was decided that this piece be removed from the standard since a licensed individual maintains their status as such due to training requirements under the universal standards and that it's redundant to keep it in this standard. Ken Teel disagreed with this action. This was reconsidered and now it's included in the standard under non licensed individuals or non-certified individuals.

A motion was made by Roberta Stewart to accept the updated SA outpatient and inpatient service standard as outlined above and seconded by Joanne Montgomery

For (5): Teel, Montgomery, Stewart, Delgado, Romanik

Against (0):

Abstain (0):

It was suggested that we look at the Mental Health Service Standard in February. This will be on the February agenda.

(5.0) Grantee Report

Tom Butcher, the Grantee gave this report

A partial award for 8 months was contracted. This has been amended for a 12 month contract and two service regions did not make it within the deadline and they are working to get this accepted. These regions currently have an 8 month and a 4 month contract.

(6.0) Unresolved Parking Lot Items

ITEM	STATUS
Present the regional PDSA on Syphilis and the baseline from the previous year based on the QM site visit report.	In process - In January 2016 we will present the results of the PDSA from the EMA
When reviewing Service Standards – consistent training hours across all standards	

(7.0) Announcements

- The next Quality Improvement meeting is January 7, 2016 from 12:00pm – 2:00pm (Burrough's Community Center).

Quality Improvement Committee Attendance 2015

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	Planning Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Christopher Cole	A			X	A	A	A	A	A	A
2.	Sabrina Delgado	X			A	A	X	A	X	A	X
3.	Patricia Ducatel	-			X	A	A	A	A	A	A
4.	Heather Garofalo	A			A	A	A	A	A	A	A
5.	Charles Green	-			-	-	-	-	-	A	A
6.	Heidi Jenkins	X			X	X	X	X	A	X	A
7.	Tom Kidder	X			X	X	X	A	A	A	A
8.	Kenneth McLellan	A			X	A	A	A	A	A	A
9.	Joanne Montgomery	A			A	A	X	A	X	X	X
10.	Raphael Muniz	A			A	A	A	A	A	A	A
11.	Alex Ortiz	A			A	A	A	A	A	A	A
12.	Johnny Rivera	-			X	X	A	A	A	A	A
13.	Jackie Robertson	A			A	A	A	A	A	A	A
14.	Christine Romanik Co-Chair	X			X	X	X	X	X	X	X
15.	Mark Sanchez	A			A	A	A	A	A	A	A
16.	<i>Roberta Stewart PC Co-Chair</i>	X			X	X	X	X	X	X	X
17.	Ken Teel	-			X	X	A	X	X	X	X
18.	Charlotte Teel	A			A	A	A	A	A	A	A
19.	Lauren Tierney	A			A	A	A	A	A	A	A
20.	Dennis Torres	A			A	A	A	A	A	A	A
	Ryan White Office	X			X	X	X	X	X	X	X
	Planning Council Staff	X			X	X	X	X	X	X	X
	% of Council present:	40%			50%	27%	36%	19%	30%	29%	25%

Alex Garbera, Sara Burns, Scott Glen, Kelly McDermott