



Heidi Jenkins & Joanne Montgomery, Co-Chairs

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**Strategic Planning & Assessment Committee Meeting Minutes**

**Meeting Date:** Thursday, January 7, 2016  
**Start Time:** 9:02am  
**End Time:** 11:55am  
**Location:** Burrough's Community Center  
**Presiding Chair:** Heidi Jenkins  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the November 5, 2015 meeting

**Council Member Assignments**

- Attend Committee/Council meetings as outlined in the Council Bylaws

**Staff Member Assignments**

**(1.0) Moment of Silence**

Heidi called the meeting to order at 9:08 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

All participants introduced themselves.

**(3.0) Co-Chair Announcements**

There were none

**(4.0) Approval of November 5, 2015 Meeting Minutes**

A motion to approve the November 5, 2015 SPA committee minutes was made by Joanne Montgomery and Dennis Torres seconded it.

**For: (4)** Tierney, Stewart, Montgomery, Torres

**Against: (0)**

**Abstain: (1)** Jenkins

**(5.0) New Business/Old Business**

- **Review the Strategic Planning and Assessment Planning Council Activity Timeline**  
The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.
- **Review Scope of Work for Next Year**
  - Jeff presented the current SPA Committee PCAT and reviewed the current schedule of tasks. He did mention possibly moving the PSRA Special Meeting to August instead of July due to the Grant Guidance coming out late last year. There was also a discussion regarding requests made by HRSA for Planning Council documents and other process items that Planning Councils have not had requests for before. The outcome was that we will continue to leave this special meeting for PSRA in July for 2016. However, if



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something comes out of the Grant Guidance that causes concern, we'll move the meeting appropriately to accommodate this.

- The Non-Virally Suppressed Survey that MCM's will do will be included in the Needs Assessment for this year and will be used for the 'Define One New Study and Present Results' task for this year and will be completed by May of 2016. Ideas were talked about regarding how other EMAs and TGAs do their PSRA process and how they determine where and how they allocate their funding.
- Staff will reach out to Jim Petinelli and discuss how they do data collection. Tom Butcher, the Grantee talked about the Needs Assessment that backs up the jurisdictional plan and this may be able to be used for data as well.
- Tom also talked about the need to find out what key services move clients along the Continuum towards viral suppression. Another item discussed was how exactly the funds are broken out within services between actual service to clients and staff used within that service category. It was said that what the Planning Council is doing is working due to the high amount of clients in the EMA that are virally suppressed, low amount of clients that are out of care, and the number of clients who are able to obtain the services they need.
- Reimbursement rates were also discussed as far as the Primary Care allocation and how these reimbursements are calculated. It was also said that perhaps we need to focus on uninsured clients. Also with the ACA, many clients will be moving insurance plans year to year. Different scenarios regarding funding were run through with what would happen if we eliminated funding in certain service categories. Also, the Planning Council is committed to enhanced care, and we need to quantify that and collect data on how this is working. We'll finalize the PCAT for 2016 next month.

- **Review implementation of Health Care Reform/National HIV/AIDS Strategy and its impact on RW**

Jeff presented the MCM Health Insurance Survey Results for the last 2 years and we reviewed the last survey tool that was used. The survey was updated based on feedback from the committee. This survey will go out on March 1, 2016 and is due back on April 30, 2016. Each agency will submit one survey with their cumulated results. When sending e-mails to each region lead, the number of clients results needed will be included.

The progress with the issues that clients were having with CIPA seems to be getting better. It seems that e-mail is a better way to communicate than faxing. Also, Dr. Jewel Mullin has left DPH and currently they have a new acting Commissioner, Dr. Raul Pino who seems to be effective in his new role. DSS and DPH employees have been meeting to iron out different issues that they are having and working together to resolve these issues. The CIPA issues has been discussed with Dr. Pino of DPH and he's concerned with what's going to happen with our clients. Our initial letter that was sent to DPH was shown to him and it seems that there will be discussion concerning resolutions for these issues. They will be working on streamlining the CIPA and CADAP process. At this time, Part B cannot see any information on Part A clients. They are hoping to resolve this by a release of information document that in each client's chart. They need to update the release of information form to include Part B.



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- **Review Framework of PSRA**

Jeff presented the newly created survey tool that would be used by case managers with their non-virally suppressed clients. This was reviewed by the committee. The following changes were suggested:

1. Sex at birth
2. Changes to the HIV Diagnoses page: remove questions 11 and 12. Then add: when were you diagnosed, where were you diagnosed, how many times were you tested, linkage to medical care and transmission mode.
3. Under question 17, if they answer yes, please include question 18 asking them if they are virally suppressed, how they achieved viral suppression.
4. Question 19, please remove examples of answers.
5. Change Headings: strongly agree – change all to reflect importance.

Each agency will run a new updated report to identify the non-virally suppressed clients that Arvil has created, the time frame will be active non-virally suppressed clients from 2/1/15 – 1/31/16. Then the MCMs in each region will reach out to these clients. Then we'll finalize all survey questions ASAP and have this to all MCMs to begin on February 1st. Staff will work with each region lead during this process. The due date will be April 1, 2016. Staff will collect all hard copies of the surveys from the agencies and enter all results into Survey Monkey and analyze results.

- **By Law Review and Update**

At this point there have been no Parking Lot issues regarding changes needed

- **Define One New Study and Present Results**

This study is described in detail above under the PRSA Framework.

- **Unresolved Parking Lot Items**

Parking Lot Summary

ITEM	STATUS
Present program Income information regarding reimbursement for services by region	In process - 10/1 staff presented program by region and working with Medicaid to get data. They are still waiting on this data from DSS.
A Circle of Care new model will be created and addressed in the annual PSRA process	On Hold- Pending DPH Discussion of Integrated Comprehensive Plan
Revisit Health Insurance Premium & Cost Sharing Assistance Service Category	In process – Letter sent to DPH regarding CIPA issues on 10/2 and a response was received on 10/22 and will be presented at the 11/6 SPA meeting. Staff will send a letter to the Commissioner of DSS with a CC to DPH regarding the outstanding issues by November 12, 2015. We sent this letter to DSS on November 19th and are waiting on a response. Staff will send a follow up letter to DSS and a CC to DPH Acting Commissioner Dr. Pino
Can we see a breakdown of program income brought into the Ryan White Part A program by service category and Region?	In process – 10/1 staff presented program income and is now working with DSS to get Medicaid data for this. This will be combined with the 1st parking lot issue.

**Ryan White EMA Planning Council**  
 New Haven and Fairfield Counties



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**(6.0) Announcements**

There were none

**(8.0) Adjournment**

The meeting adjourned at 11:51am.

**Strategic Planning and Assessment Committee Attendance Record – 2016**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Christopher Cole	A									
2.	Sabrina Delgado	A									
3.	Heather Garofalo	X									
4.	Pat Kelly	A									
5.	<b>Heidi Jenkins Co-Chair</b>	X									
6.	Tom Kidder	X									
7.	<b>Joanne Montgomery Co-Chair</b>	X									
8.	Raphael Muniz	A									
9.	Alex Ortiz	A									
10.	Johnny Rivera	A									
11.	Jackie Robertson	A									
12.	Christine Romanik	A									
13.	Mark Sanchez	A									
14.	<i>Roberta Stewart PC Co-Chair</i>	X									
15.	Charlotte Teel	X									
16.	Ken Teel	A									
17.	Lauren Tierney	X									
18.	Dennis Torres	X									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	44%									

Guests: Clunie Figaro, Sarah Burns