

OVERVIEW

Attendance: Please refer to attendance chart on the last page of this summary

Location: Hill Health Center, Room 390, New Haven, CT

Start Time: 12:10 PM

End Time: 1:54 PM

Presiding Chair: Charlotte Burch

Recorder: Sara Nichols

Meeting Accomplishments

1. Approval of March 28, 2008 Quality Improvement Meeting Summary
2. Continue of process to update Quality Management Plan

Committee Member Assignments

- Active discussion and input into emerging roles of Quality Improvement

Next Meetings

May 2: Finalize process for update Quality Management Plan

Meeting Summary/Minutes**Welcome, Overview and Moment of Silence**

Charlotte Burch welcomed meeting participants, asked everyone to introduce themselves, and held a moment of silence to honor individuals affected, infected, or who have died from HIV/AIDS.

Charlotte reminded people that the meetings are open and members of the public and press may be present. Persons wishing to maintain confidentiality of their HIV status should consider the public nature of the meeting.

Approval of Meeting Summary

Charlotte asked meeting participants to review the March 28th meeting summary and asked committee members for additions or corrections. Christine Romanik motioned to move the minutes for approval, seconded by Robert Sideleau. One correction noted of Christine Romanik presence at the January 18, 2008 meeting. Minutes approved as corrected.

Ryan White Office Quality Management Report

Tom Butcher facilitated the discussion on the Quality Management Planning process. Members were asked to complete the homework activity and use the worksheet related to the National Quality Center's suggested outline. There were 11 stations to highlight elements of the current QM plan. Member discussion included input on items to address in key sections of the plan, what the final plan should look like with goals and indicators of success, and how it will incorporate stakeholder involvement. Committee members provided positive feedback on the interactive process of this activity. Specifically, they like the opportunity to digest the information (March 28th meeting), provide concrete feedback (April 18th), and move the process to the actual product (projected May/June). Tom Butcher gave the committee members homework for the next meeting (May 2nd) to have each person list 1-3 goals that should be included in the New Haven & Fairfield Counties Ryan White Quality Management Plan. The Ryan White Office and Planning Council professional staff will draft a QM plan outline for the next meeting based on their feedback.

Ryan White Office Medical Case Management Update

Tom Butcher provided an update on the status of the Medical Case Management Standard of Care plan per the work of the Ryan White All Parts (A, B, C, and D) collaborative group. He stated that although the "All Parts Collaborative" has not approved the final standards, Tom shared with the group the activities for this TGA. First, Collaborative Research will conduct provider chart audits in May/June for the medical case managers to evaluate how the current practice meets MCM standards. The findings will be used to inform training opportunities for providers. Tom will then partner with the AIDS Education Training Center (AETC) to develop training workshops for providers this summer. Tom Kidder stated the State Part B has already initiated training workshops for the Part B providers although the standard of care has not been approved. Christine Romanik indicated she would bring these concerns to her department heads.

New and Old Business

Charlotte led the discussion on the new Planning Council meeting calendar. She asked for committee members to select a day and time for future QI committee meetings starting in May. Robert Sideleau indicated that the Membership/Finance Committee selected 1st Thursdays from 12-2 PM and SPA committee selected 1st Thursdays from 2-4pm; this allowed for the QI committee to meet on 1st Fridays. The committee suggested meeting from 12-2pm. Adaline DeMarrais requested a "no penalty" towards attendance for this first month while everyone adjusts in May since other engagements have already been scheduled. Tom Kidder responded that there would be flexibility taken into consideration regarding the attendance policy.

Adjournment

The meeting was adjourned at 2:00 p.m.

Next Meeting

The next meeting will be held on May 2nd at Optimus in Bridgeport, CT to complete discussion on updates to the Quality Management plan.

Meeting Attendance by Month

Date of Meeting		1/18	3/28	4/18	5/2	6/6	8/8
Committee Members							
Charlotte Burch (current co-chair)	PCPM	●	●	●			
Ric Browne (current co-chair)	PCPM	●	●	○			
Christine Romanik	PCPM	●	●	●			
Adaline DeMarrais	PCPM	●	●	●			
Bob Sideleau	PCM	●	●	●			
Tom Kidder	PCM	○	○	●			
Jose Aquino	PCM	○	●	○			
Carlos Barbier	PCM	○	●	○			
Henry Bethea	PCM	○	○	●			
James Pitts	PCM	○	○	○			
Angela Young	M	○	○	○			
Linda Cooney	C	●	●	○			
Ana Torres	C			●			
Other Participants							
Part A Office, Thomas Butcher		●	●	●			
Collaborative Research		●	●	●			
Planning Council & Primary Committee Member		= PCPM					
Planning Council Member		= PCM					
Committee Member		= M					
Community Participant		= C					