

OVERVIEW

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

Location: Optimus, Bridgeport, CT

Start Time: 12:10 PM

End Time: 2:00 PM

Presiding Chair: Ric Browne

Recorder: Tracy Kulik

Meeting Accomplishments

1. Continue process to update Quality Management Plan

Committee Member Assignments

- Active discussion and input into emerging roles of Quality Improvement
- Complete minutes of May 2, 2008 Quality Improvement Committee
- Provide schedule for FY 2008 Site Visits, most recent Self-Assessment Tools for SOC

Next Meetings

June 6: Finalize process for update Quality Management Plan; Review FY 2008 Site Visit schedule, Provide most recent self-assessment tools for Standards of Care

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

Ric Browne 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.

Ric 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

Since a quorum was not constituted and there are no pressing motions to forward to Planning Council, the session will be treated as a working session, with minutes of the April and May meeting approved in June.

Ryan White Office Quality Management Report

Tom Butcher updated the group on the Quality Management Planning process. The draft QM plan will be forwarded to QI Committee members prior to the June 6th meeting for their review. It is expected that the plan will be finalized at that meeting.

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 June for the medical case managers to evaluate how 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.

New and Old Business

Ric discussed the FY 2008 site visits and requested that professional staff forward a tentative schedule and the most recent versions of self-assessment tools to the members prior to the June 6th meeting. Discussion occurred about the 'front-loaded' review of Medical Case management and the new Primary Medical Care standard. Orientation to the site visit process was provided to members new to this core function of the Quality Improvement process

Adjournment

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

Next Meeting

The next meeting will be held on June 6 at Visiting Nurses Association (VNA) in New Haven, CT to complete 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						