

**OVERVIEW**

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

**Location:** Greek Olive Restaurant, New Haven, CT

**Start Time:** 11:00 a.m. – 1:00 p.m..

**End Time:** 1:00 p.m.

**Presiding Chair:** Ric Browne

**Recorder:** Tracy Kulik

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**Meeting Accomplishments**

1. Approval of May 8, 2009 Quality Improvement Meeting Summary
2. Review of Preliminary Findings of Full Population-Based Chart Audit
3. Selection of six (6) Special Populations for Formula/ Supplemental Grant Applications
4. Update of Quality Improvement Committee plan status

**Committee Member Assignments**

- Active discussion and input into emerging roles of Quality Improvement
- Status update of QIC plan accomplishments to date and those remaining
- Committee members will continue to attempt to engage new members for the QI committee.

**Next Meeting**

October 2<sup>nd</sup>: Review of Detailed Findings of Full Population Based Chart Audit (2009) and Discussion of Technical Assistance

**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 Browne 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.

Ric welcomed Sylvia Mitchell, who was asked to join this committee to represent Region 3 (Bridgeport).

**Approval of Meeting Summary**

Ric asked meeting participants to review the May 8th meeting summary and asked committee members for additions or corrections.

**Ryan White Office Quality Management Report**

Tom Butcher reported for the Ryan White Office that the triennial (every 3 year) full population based chart audit is completed, with a few agencies needed final abstracts on support services completed. These will occur in August, with detailed review of findings at the October 2<sup>nd</sup> QIC meeting.

**Full Population-Based Chart Audit:** The 2009 full population based chart audit resulted in 4,200 unduplicated charts being reviewed (compared to 3, 800 in 2006). Slightly more than 4,500 charts were reviewed, but with exclusion for duplication, narrowed to 4,200. Findings encompass three (3) specific categories: (1) Demographics including key clinical data; (2) Compliance to Standards of Care for 2008 approved indicators (resulting in score); and (3) Pilot review of SoC or tool compliance developed in the Super-Pod process for discussion and refinement (to be applied for actual score in 2010 sampled chart review).

**Selection of six (6) Special Populations for Formula/ Supplemental Grant Application:**

Based on preliminary findings of the full population based chart review; the motion was made by Chris Romanik and seconded by Charlotte Burch to maintain the same six (6) special populations as in 2009. These are:

- (1) African American
- (2) Foreign-born
- (3) Heterosexual
- (4) Injection Drug Users
- (5) Latino/a
- (6) MSM

The motion passed with 4 yes votes and 2 abstentions.

**Quality Improvement Committee Plan:**

The Quality Improvement Committee reviewed the QI Plan for 2009, concluding that the two (2) goals:

- 1) to improve audit scores related to Standard of Care compliance with focus on special populations; and**
- 2) to refine systems of care and related Standards through a cross-category working group (Super-Pod)**

are on schedule. Goal #1 has concluded its development stage, with integration of pilots in the full population-based chart audit. Goal #2 has been met and exceeded based on preliminary findings of the full population based chart audit reviewed in the powerpoint presented to the group. Plans are to re-visit the Super-Pod in Fall of 2009 following full analysis of the audit findings. In addition, the Co-Chair of the QIC will present a summary of findings to date from the Quality Improvement Committee to the Planning Council at the September meeting.

**Brief List Summarizing Super-Pod Accomplishments:**

- 1. Created Standard of Care Architecture**
  - a. Administrative (was 'Core' or 'Universal')
  - b. System-Level
  - c. Client-Level (was 'Service Category')
    - i. Core Clinical
    - ii. Non-Core Support
- 2. Updated Service Use Definitions**
  - a. Program Outcome
  - b. Indicators
  - c. Service Unit
- 3. Refined Standards of Care for Core Clinical**
  - a. Revised accompanying Chart Audit tools
  - b. Created related measurement tools for:
    - i. Universal Screening
    - ii. Acuity
- 4. Created Standard of Care for Local ADAP**
- 5. Developed System-Level SoC**
  - a. 5 HRSA:HAB
  - b. 1 New Haven-Fairfield Counties EMA
    - i. Care Status
- 6. Discussed Means to Evaluate Standard of Care**
  - a. Who served: Client with demographic detail
    - i. Special Population
  - b. What offered:
    - i. Service for Client Level SoC
    - ii. 'Protections' for Administrative
  - c. When offered: Timing
    - i. Intake
    - ii. Assessment
    - iii. Re-assessment
    - iv. Referral
      1. In
      2. Out
    - v. Discharge
  - d. How much: Service Unit
  - e. How linked: System-Level SoC

**New and Old Business**

Ric Browne asked the committee members if there were any additional items they would like to raise. No items were referenced.

**Adjournment**

The meeting adjourned at 1:00 p.m.

**Next Meeting**

The next meeting will be held on October 2nd at the Greek Olive in New Haven, CT.

**Motions**

MOTION	Moved	Seconded	YES	NO	ABSTAIN	RESULT
1. Approve Minutes of May 8 <sup>th</sup> Quality Improvement Committee meeting	Charlotte Burch	Bob Sideleau	4	0	2	Passed
2. Approved six (6) special populations (African American, Foreign Born, Heterosexual, IDU, Latino/a and MSM) for Formula/ Supplemental Grant Application	Charlotte Burch	Christine Romanik	4	0	2	Passed

**Meeting Attendance by Month**

*Please note that while six (6) QIC meetings were scheduled for 2009, nine (9) Super-Pod meetings were held in the Spring of 2009 (1/9, 1/30, 2/6, 2/20, 3/6, 3/20, 4/3, 4/24 and 5/8/2009 (two Super-Pod sessions held prior to QIC meetings), for a total of **twelve QI related sessions to date.***

Quality Improvement Committee		2009					2010
Date of Meeting		2/6	5/8	8/6	10/2	11/6	2/5
<b>Committee Members</b>							
Ric Browne (co-chair)	PCPM	●	●	●			
Charlotte Burch (co-chair)	PCPM	●	●	●			
Adeline DeMarrais	PCPM	●					
Tom Kidder	PCPM	●	●	●			
Sylvia Mitchell	M			●			
Christine Romanik	PCPM	●	●	●			
Bob Sideleau	PCM	●	●	●			
Dennis Torres	PCM		●				
<b>Other Participants</b>							
Part A Office, Thomas Butcher		●	●	●			
Tracy Kulik, Collaborative Research		●	●	●			
Mary Walton, Collaborative Research		●					
Planning Council & Primary Committee Member	= PCPM						
Planning Council Member	= PCM						
Committee Member	= M						