



Comprehensive Planning Committee MEETING SUMMARY

Friday, May 10, 2019 at 9:30AM
 Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Ketlen Alsbrook (Non-Voting) 2. Allison DelCalzo (Non-Voting) 3. Victor Llerena 4. Joann McEniry (Chair) 5. Jennifer McGeeAvila 6. Brian McGovern 7. Debbie Morgan 8. Aliya Onque 9. Sharon Postel (Non-Voting) 10. Ricardo Salcido 11. Al-Bayyinah Sloane 12. Calvin Toler	13. Janice Adams-Jarrells	14. Juanita Howell (Secretary) 15. Elizabeth Kocot 16. Pat Moore 17. Nancy Scangarello

1. **Welcome and Moment of Silence**
 Joann McEniry, CPC Chair, welcomed all in attendance and called for a moment of silence for all those living with, and those who have passed away from, HIV/AIDS.
2. **Roll Call**
 Tania Guaman, Support Staff, conducted the roll call. Quorum was established.
3. **Public Testimony**
 There was no public testimony.
4. **Approval of the Meeting Summary from April 12, 2019**
 The April 12, 2019 meeting summary was reviewed. Brian McGovern and Al-Bayyinah Sloane abstained. None opposed. The meeting summary was approved with edits.
5. **Standing Committee Updates**
 - **COC—Continuum of Care Committee**
 Tania Guaman, Support Staff, provided a reported for the COC committee. The COC committee reviewed the Oral Health Standards on May 9, 2019. The document was finalized and approved by the committee. There were no abstentions and no oppositions. The Oral Health Standards were approved. The document will be edited and passed on to the Planning Council meeting on May 15th, 2019. The COC Committee also started reviewing the Housing Standards of Care. Committee members will finalize and vote to approve the Housing standards at the next meeting on June.

The COC Chair, Mario Portilla, proposed that, a meeting recess on August. Committee members were asked to consider this and take a vote at the next meeting on whether a COC meeting will be held in August.

Tania Guaman, Support Staff, requested that all members, both existing and new, complete a COC Membership Application to update membership records. Support Staff will work on updating committee membership and attendance records based on the updated applications.

An announcement was made that the Planning Council has some budget limitations. Due to this issue, it was mentioned that considerations were being talked about to hold meetings every two months instead of every month. It was highlighted that the Executive Committee will make a final decision on this matter.

Another announcement was made on behalf of Kendall Clark, from St. James Social Services Corp, a nonprofit that is giving agencies the opportunity to receive food packages for clients who are HIV positive through their Health & Wellness Food Pantry. This program allows clients to receive food from the St. James Health and Wellness Food Pantry for up to two (2) times a month. Agencies can make a referral for consumers using the CHAMP system. If providers do not have CHAMP, a paper referral can be made. Goods include canned food, chicken and dry goods. For more information, please contact Nicole Jeffress, Executive Administrative Assistance or Kendall Clark, Director-Health & Wellness Program at (973) 624-4007.

The next COC meeting will be held on June 13, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

- **REC—Research and Evaluation Committee**

Tania Guaman, Support Staff, provided the report for the REC committee. The last REC meeting was held on April 15th, 2019. The REC committee reviewed its three questions for the needs assessment. The questions have a focus on mental health and substance abuse. The needs assessment will use CHAMP and survey data from last year. Sharon Postel, Esq. shared a report of tables collected from last year from 246 consumer survey participants. Sharon Postel asked the REC committee to suggest possible cross-tabulations.

Presentation: Regional Needs Assessment – Allison Delcalzo-Berens, Chair of the HIV Advisory Council, presented the Tri-County (Morris, Sussex, Warren) needs assessment. Given that the gaps, barriers, needs, funding and resources are different in the tri-county than in Essex and Union counties, the Advisory Committee determined that it would complete its own needs assessment. There were 40 consumer surveys and 6 provider surveys completed. The question that the needs assessment aimed to address was “How are case managers communicating information about mental health and behavioral risks to consumers?”.

The questions in the survey focused on barriers to care and to following through with referrals. In the survey, consumers and providers identified 1. Lack of transportation, and 2. Lack of health insurance as barriers to care. Consumers also identified Mental illness and Stigma as barriers, but consumers did not.

Additional findings of the survey included:

- consumers in the region place a large amount of trust in their MCM,
- Lack of referral to non-RW provider agencies.

- Providers are screening and assessing in line with or better than NEMA standards of care,
- Need for additional interagency collaboration and communication

The next REC meeting will be held on Monday, May 20, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

- **CIA/CC—Consumer Involvement Activities/Community Conversations**

Tania Guaman, Support Staff, provided an update for the CIA. The last CIA meeting was held on April 24, 2019. The April meeting introduced the *Phase 3: Can We Talk?* community Forum series. The Can We Talk series was an opportunity for consumers to share their experience and concerns with receiving Ryan White funded services in the Newark EMA. All Ryan White service providers in the Newark EMA were invited to attend.

There were representatives from five Ryan White funded agencies including Rutgers NJ MS, PROCCEED, Newark Community Health Centers, Inc., Newark Beth Israel, and St. James Social Services. The meeting then opened conversations about some of the challenges that arise when attempting to use services. Some conversations were held about how funding limitations exist for housing and transportation services. Consumers asked about the agencies policies in providing services to clients and how they can better access resources.

One of the main issues brought up by consumers was that they often do not know about the services provided by Ryan White unless they visit one of the agencies. Consumers asked about a resource they could use to find out about the services available, especially those which usually only last for a certain period of time. Agencies mentioned that services are promoted by agencies through flyers and community outreach.

An emphasis was made for consumers to think about their needs and to seek options whether within the Ryan White funding system or outside of it, since very often PLWHA can qualify for many benefits beyond Ryan White services.

The next CIA meeting will be held on Wednesday, May 22th, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

6. Recipient Report

Ketlen Alsbrook, from the City of Newark, provided the Recipient Report.

Ketlen reports that as April 30th, one hundred percent of the Ryan White Contracts have been executed. Now, the City is processing payments for the first two months of 2019 grant year with the goal of having the first payment issued by the end of this month. This approach attempts to alleviate the burden on providers from delivering services without immediate reimbursement. This also demonstrates to funders that last year's recommendations from the PC have been incorporated into this fiscal year. For this year, the RFP process was also started in August of last year which allowed for contracts to be executed sooner. The Recipient reports that the goal for 2020 contracts is to have contracts fully executed by the end of March. To do so, the RFP process will start in July which will offer about 30 additional days compared to the previous year.

The Recipient has almost closed the 2018 grant year. Contracts have been closed out except for 6 agencies that received additional funds from a \$ 300,000 sweep that have not been utilized by

different agencies. Agencies that needed those additional funds were given part of those funds. The grant is expected to close out in a timely manner. The Recipient is now reviewing full award documents that providers are submitting to reflect their full award for 2019.

Ketlen Alsbrook also announced that HRSA issued out a revision of the Clarification on Ryan White Program Client Eligibility Determinations and Recertifications Requirements, PCN 13-02. In summary, the clarification notice states that, depending on the organization, if Ryan White funds were used for during the first phase of diagnoses and the patient is not HIV +, funds will have to be returned to the Ryan White program and adjusted to a different payment source. This serves as a reminder for all providers that Ryan White funding is a last resource fund and is only utilized for HIV+ patients. The PCN 13-02 is also attached to this summary for reference.

In addition, the Policy Clarification 13-02, informs that “for both initial/annual and six-month recertification procedures, eligibility determinations may be performed simultaneously with testing and treatment.

Recipients and subrecipients assume the risk of recouping any HRSA RWHAP funds utilized for clients ultimately determined to be ineligible, and instead charge an alternate payment source, or otherwise ensure that funds are returned to the HRSA RWHAP program.” This change would allow all patients to receive immediate treatment upon diagnosis, ultimately preventing delays in waiting for test confirmation. The goal is that not having that verification of HIV status does not act as a barrier to receiving care.

Ketlen also emphasized the importance of the recertification process as a way to determine patients’ eligibility for Ryan White funding. Recertification must be done every 6 months to determine eligibility and to track any changes with income. If income does not change, recertification is still required but only partial submission of documents is needed.

7. New Jersey HIV Planning Group (NJHPG) Report

This item was not discussed.

8. New Business

- Approve Service Category definitions for FY’19 – Joann McEniry requested a motion to approve the Service Category definitions, which have not been updated by HRSA since last year. Jennifer McGee-Avila motioned to approve. Debbie Morgan second.
- Presentation: Quality Management and H4C update & Grantee Update from Recipient – The committee members motioned to review this item at the next meeting.
- Presentation: Presentation of Consumer Feedback – Support Staff presented the results of the standardized consumer survey. A total of 111 consumers participated in the survey. Consumer feedback mentioned some of the services consumers prioritized and wanted to be supported by the Ryan White program. Survey responses also showed that 99 participants supported that the Ryan White program apply for a Core Service Waiver to allocate more funds into support services.
- Consumer Survey report was evaluated and considered when the allocations were made. There was a large portion of respondents from Essex County. Joann McEniry pointed out that the high number of Essex County participants mirrored the higher rates of PLWHA in Essex County. All other counties were also represented in the consumer surveys. Transportation was one of the most

popular services consumers said, if funded by the Ryan White Program, would benefit them the most. Housing and navigating the health care system were some of the services prioritized next.

- Upon review of the consumer data, members made several recommendations. Ricardo Salcido mentioned that case management is only done every 6 months. He suggests that patients might need more help within that frame. Joan McEniry mentioned that the 6-month case evaluation is just the minimum time frame recommendation, but that the time period is only used as time frame to review care plans. Ricardo Salcido also suggested that a standard case manager Care Plan be developed to better assess case management services throughout all agencies.
- Allison DelCalzo raised a concern with case managers caseloads, which are usually very high. She suggested that there be an emphasis in closing RW cases if the individual is inactive since some agencies may only keep cases open to keep receiving funding. This step, she suggests, might help case management to focus more on each patient's needs. Allison also recommended to look at the average caseloads of case managers to find out the amount to which loads could be reduced to and what would it take to get more case managers aboard so more time would be given to patients' care. It was also mentioned that navigating the system can help patients to get the services they need. Based on data and according to CPC members, case managers need to evaluate patient's needs and be consistent following through.
- Jennifer McGee-Avila questioned the latest consumer survey's design because she thought more context was needed to make the non 75/25 recommendations. Joan McEniry clarified that the latest consumer survey was not done only as a supplement to last year's full survey. This year's brief survey was only prepared to ensure that consumer priorities have not changed since last year.

9. Old Business

- Core Service Waiver: Upon review of service utilization data, consumer surveys, and the annual needs assessment data, the CPC committee developed a non-75/25 resource allocation. All CPC members were in favor of the suggested allocation changes. The final resource allocation document will be presented at the PC meeting on May 15 for approval.
- Discuss the need for additional meetings during the summer (June, July and/or August). - This item was moved to next meeting.

10. Announcements

Tania Guaman, Supporting Staff, made an announcement during the meeting to all CPC members. She requested that all existing CPC members complete a membership application in order to update the CPC membership records. Joann supported the announcement highlighting that Support Staff is requesting this information to update current records and demonstrate member reflectiveness, which is a legislative requirement for all PC bodies.

11. Next Meeting

The next Comprehensive Planning Committee meeting will be held on Friday, June 14, 2019 at 9:30AM at the Willing Heart Community Center located at 555 Martin Luther King Blvd. Newark, NJ 07102.

12. Adjournment

Joann McEniry asked for a motion to adjourn the meeting. Jennifer McGee-Avila motioned to adjourn. Brian McGovern seconded. The meeting was adjourned at 11:42 am.