

# Continuum of Care Committee

## MEETING SUMMARY

**Thursday, March 11, 2021 from 10AM to 11:30AM**  
 Videoconference via Zoom: <https://zoom.us/j/98086438103>  
 Teleconference: (929) 205-6099 / Meeting ID: 980 8643 8103#

Present	Excused Absences	Unexcused Absences
1. Ann Bagchi, Ph.D. (Secretary) 2. Cezar Dumago 3. Kendall Clark 4. Wanda Figueroa, MD 5. Maisel Guzman 6. Vieshia Morales (Chair) 7. Dominga Padilla, MD 8. Warren Talley (Non-Voting)	9. Nancy Scangarello 10. Lauro Rocha	

**Guests:** Dr. Lucy Efobi , Tanzila Salim, Liz Woodfied (ViiV HealthCare), Michael Geniini (Merck), Jen Grimsick, Angela Vivar

**Support Staff:** Tania Guaman, Vicky Saguay

**1. Welcome and Moment of Silence**

Morales called the meeting to order at 10:02 AM and welcomed all in attendance. A moment of silence was observed for all those living with, those who have passed, and those affected by HIV/AIDS.

**2. Roll Call**

Dr. Bagchi conducted the roll call. Quorum was established during the meeting.

**3. Public Testimony**

There was no public testimony at this meeting.

**4. Approval of Meeting Summary from February 11, 2021**

At the last COC meeting, the January 14<sup>th</sup> meeting summary was approved as presented.

The February 11<sup>th</sup> meeting summary was sent electronically in advance for review. Morales asked for a motion to approve the summary as presented. Clark motioned to approve. Dumago seconded. There were no oppositions or abstentions. The meeting summary was approved as presented.

**5. Standing Committee Updates**

- CPC – Guaman provided the February CPC report.
  - The CPC did not have a meeting in February. No update was reported.
 The next CPC meeting will be held on Friday March 12, 2021 via Zoom.

- REC – Dr. Bagchi provided the February 8<sup>th</sup> REC report. The following occurred at the meeting:
  - The electronic version and paper version of the Needs assessment surveys were sent, and some responses were received.
  - The data request for the Epidemiological Profile was submitted.
  - The committee discussed the Full Assessment of the Administrative Mechanism.
  - The committee reviewed the FY'21 REC workplan, and the committee's Operating Policies and Procedures (OPPs). The OPPs were approved and will be introduced at the next PC meeting.

The next REC meeting will be held on Monday, March 15, 2021 at 10AM via Zoom.

- CIA/CC – Guaman provided the February 17<sup>th</sup> CIA report. The following occurred at the meeting:
  - There were 12 attendees at the meeting; 10 from Essex County and 2 from Union County.
  - All attendees were encouraged to complete and to help spread the word about the NEMA Needs Assessment survey. The electronic and paper version of the surveys are available on the NEMA website.
  - The committee received a presentation about PrEP from Alison Modica (Gilead)
  - One of the attendees provided a brief overview of Dr. Kimberly Smith's advocacy efforts for the inclusion of African American Communities in HIV Care and Treatment Research Studies.
  - At the next CIA meeting, the impact of COVID-19 and access to telehealth will be discussed.

The next CIA meeting will be held on March 24, 2021 from 5:00 to 7:00PM via Zoom.

## 6. Old Business

- Food Bank/ Home-Delivered Meals, Oral Health, Mental Health Suggested Changes Recap
  - Support Staff received recommended edits after the above standards were approved by the COC. Staff provided a recap of the suggested changes as follows: items from the documentation section were removed from the Food Bank/Home Delivered Meals and Mental Health Service Standards since that is already listed under the Universal Service Standards and a repeated word, care, was deleted from the Oral Health Service Standard. The Food Bank/ Home-Delivered Meals, Oral Health, Mental Health Service Standards were approved with the above edits.

**Motion:** Morales asked for a motion to approve the Updated Food Bank/ Home Delivered Meals, Oral Health and Mental Health with the approved recommendations. Dr. Bagchi motioned to approve. Dumago seconded. There were no abstentions or oppositions. These Service Standards will be introduced to the Planning Council in March with the recommended edits.

- Reformat & Update the Medical Transportation Service Standard
  - Support Staff provided an overview of the recommended changes on all the sections of the service standard and the following was changed:
    - There was a language change from he/she to they/them throughout the document following the changes in the Newark EMA By-laws.
    - Under the Assessment and Service Plan section, Cezar recommended to add “determine eligibility” in the first bullet of that section. Morales rephrase the statement for a more concise

language. The statement became: “Prior to receiving medical transportation services, clients will meet with a case manager who will collect demographic information, determine eligibility to the program, and an initial assessment of the client needs.”

- The Documentation Section was removed from this service standard since all items were included in the Universal Service Standard.
- The Additional Program Guidance section was removed from the standard since the context is included in the Service Limitation Section.

**Motion:** Morales asked for a motion to approve the Medical transportation service standards with the additional updates. Cezar motioned to approve. Dr. Figueroa seconded. There were no abstentions or oppositions.

- Discussion about priorities for the review & update of service standards
  - Support Staff provided a report of service standards reviewed to date. Last year, the revision/update of service standards was prioritized based on the last review date since some of the service standards were not reviewed since 2017 or 2018.
  - As of today, all service standards have been reformatted as required by HRSA and there have not been any changes in the Policy Clarification Notices since 2018.
  - On a call with the recipient, HRSA recommended to change ‘substance abuse’ to ‘substance use’ due to the negative connotation of the term.
  - The COC has completed three service standards per meeting since the service standards were sent in advance for review and the committee discusses the recommended edits during the meeting. The COC agree to continue with this process since it eases the amount of time per review during the meeting.
  - The following considerations were recommended for the review of service standards this year:
    - Incorporate telehealth services for all service standards in the Newark EMA.
    - Consider federal government guidance or recommendations, including policy changes that occurred during the COVID-19 pandemic.
  - Talley will hold discussions with the Recipient and the HRSA Program Officer to request guidance on how to incorporate telehealth services to the service standards.
  - All service standards need to be revised every year by March 1<sup>st</sup> which is when the Ryan White Part A FY starts.
  - Since input from HRSA and/or the Recipient may take some time, Talley recommended that the review of service standards be prioritized based on the priority setting ranking on the Priority Setting and Resource Allocation Report. As changes become available for telehealth, the committee can then revise the standards and make any necessary updates.

The committee agreed to prioritize the review of the service standards based on the Priority Setting ranking.

## **7. New Business**

- Committee Orientation/Refresher – Support Staff provided a Committee Orientation which highlighted the following:

- The Organizational chart for the COC, the COC roles and deliverables, and the Committee Objectives were reviewed.
- Overview of Service Standards
  - o Service Standards are written guidelines that ensure that all subrecipients provide the same basic service of a given category and establish a minimal level of service or care.
  - o The Service Standards are important for various stakeholders, including consumers, Planning Council, grand Recipient, subrecipients/service providers, and quality managers,
  - o In 2019, the Newark EMA service standards layout started to change in consideration of HRSA's 2018 recommendation.
  - o The Development and Update of Service Standard is an ongoing collaboration between grant recipient and the Planning Council through the COC Committee. They determine the order of the service standards updates based on funding allocation level, service category prioritization, service utilization and changes in the national and local health service delivery systems.
  - o The service standards must be reviewed and updated at least once a year as per HRSA recommendation and must include Legislative or HRSA/HAB changes in service category definitions and descriptions, changes in guidelines for HIV care and treatment and the state or local requirements.
  - o The service standards must be publicly available for stakeholders' review.
- A COC member in good standing is a member with an application on file and who has not missed (this includes both excused and unexcused absences) 3 or more consecutive regularly scheduled meetings, or fifty percent (50%) of the regularly scheduled meetings in any six (6) month period. Ongoing basis application
- The COC membership, leadership, and decision-making process and how the committee conducts business was shared with an emphasis on the Robert's Rules of Order
- Review COC Operating Policies and Procedures (OPPs)
  - The COC Operating Policies and Procedures (OPPs) header was updated.
  - There was a clarification that alternates can count towards the committee members attendance, but alternates are not allowed in the decision making.
  - Under the Goal and Member Profile Sections, the word infected was removed and changed to People Living with HIV following the language changes in the By-laws.
  - Under Objective, *standards of care* were changed to *service standards*.
  - The time frame for public testimony was changed from 5 to 3 for individuals and from 7 to 5 for groups in accordance with the NEMA By-laws.
  - A footer was added to note the date that the document was reviewed and approved by the COC and approved by the Planning Council.
  - He/she was changed to they/them as per the recipient's recommendation and to be in line with recent language changes in the Bylaws.

**Motion:** Morales asked for a motion to approve the COC OPPs with the recommended edits. Dr. Bagchi motioned to accept. Cezar seconded. There were no abstentions or oppositions.

- **Draft the FY 2021 Workplan**

The committee reviewed the FY 2021 Workplan, and the following was discussed:

- The committee agreed to received presentations during FY 2021. The first presentation is the Long-Acting Antiretroviral treatment Presentation. Woodfield and Tanzila will assist in getting a speaker for COC meeting on April 8<sup>th</sup>. Support Staff will email the committee requesting presentation topic, which will be included in the committee workplan.
- Support Staff will add the service standards in the order of the Priority Setting ranking to the workplan.

## **8. Administrative Issues— PC Support Staff**

There were no administrative issues reported.

## **9. Announcements**

- The NJ AIDS Walk will be held virtually on May 2<sup>nd</sup>, 2021. Morales will send flyer to Support staff for distribution with the NEMA list servs.
- Clark reported that Homeless Health care from the Department of Health is helping the homeless, many who are people living with HIV. Newark received COVID-19 funds for rental assistance and PSE&G assistance, which is another resource for People Living with HIV.
- Clark is also involved with the provision of COVID-19 testing at the Newark Penn Station every month. The HIV community has been represented.
- Clark reported that a recently developed container project converted shipping containers into livable units for the homeless and kicked off a few days ago. There are three people living with HIV who used to be on Penn Station, who will now have access to this container as shelter.
- Morales gave a shoutout to all agencies working with Newark to provide the COVID-19 vaccine for the homeless population. 80 homeless were vaccinated the first day.
- Support Staff is including HIV Care and Treatment news in the Newark EMA website.
- The NJHPG will have a presentation on March 18 from 10am to 12pm about the HIV plan for Ending the Epidemic. Harold J Phillips, the senior advisor and chief operating officer for the ending HIV epidemic will provide this presentation. All are encouraged to attend.

## **10. Next Meeting**

The next COC meeting will be held on Thursday, April 8, 2021 at 10 AM via Zoom.

## **11. Adjournment**

Morales asked for a motion to adjourn the meeting. Dr. Bagchi motioned to approve. All members agreed. The meeting was adjourned at 11:30 am.