

Research & Evaluation Committee

MEETING SUMMARY

Monday, March 15, 2021 from 10:01AM to 11:28AM

Video-Conference via Zoom: <https://zoom.us/j/95271275360>
 Teleconference: (929) 205 6099 / Meeting ID: 952 7127 5360#

PRESENT	EXCUSED	UNEXCUSED
1. Ann Bagchi, Ph.D. (Chair) 2. Summer Brown (Secretary) 3. Kasny Damas 4. Corey DeStefano (Vice-Chair) 5. Karen Ehiri (Non-Voting) 6. Travis Love 7. Natalie Muhammad 8. Warren Poole 9. Sharon Postel (Consultant Non-Voting) 10. Providencia Rodriguez	11. Debbie Mohammed	

Guests: N/A

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome and Moment of Silence

Dr. Bagchi called this meeting to order at 10:01AM. A moment of silence was observed for all those living with, those who are affected by, and those who have passed from HIV/AIDS, as well as for those who passed and have been affected by COVID-19.

2. Roll Call

Brown conducted the roll call. Quorum was established during the meeting.

3. Public Testimony

There was no public testimony at this meeting.

4. Review Action Steps

Action Steps	Responsible Party
1. Coordinate with the Recipient the mass email announcement about the consumer and agency surveys in paper and electronic versions.	Support Staff & Recipient
2. Submit data request for epidemiologic profile	Postel, PC Consultant
3. Update the dates on the 2018 Agency survey and the 2020 Recipient Survey for the Assessment of the Administrative Mechanism.	Support Staff

All action steps were completed.

5. Approval of the Meeting Summaries from February 8, 2021

The January meeting summary was approved last month as presented.

The February 8th meeting summary was sent electronically in advance for review. Dr. Bagchi asked for a motion to approve the meeting summary as presented. Muhammed motioned to approve. Brown seconded. There were no oppositions or abstentions.

6. Updates from other Committees

- **COC** – Support Staff provided the March 11th COC report.
 - The Medical Transportation Service Standard and the COC OPPs were reviewed and approved. These documents will be introduced to the Planning Council in April.
 - The committee received a brief Orientation/Refresher.
 - The committee held a discussion about how to prioritize the review and update of service standards and how these will be included in the committee workplan. The committee agreed to follow the guidance as outlined in the Priority Setting and Resource Allocation Report for the review of the service standards for FY 2021.

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

- **CPC** – Support Staff provided the March 12th CPC report.
 - During public testimony, Janice Adams-Jarrells provided feedback about her participation in the HRSA Learning Collaborative for community recruitment and engagement. After her input, the CPC recommended to create a membership or recruitment committee to support the community engagement efforts.
 - There was a general announcement to attend the NJHPG meeting on March 18th meeting, which will have a presentation and discussion about federal, state, and local HIV Planning.
 - The committee reviewed feedback form the COC regarding risk reduction and STI screenings. The Recipient has a FY 2020 risk reduction report by STI, age, and population that may be requested, if needed.
 - An email was sent to Essex and Union county agencies asking them to consider sending a representative to the CPC meetings since there are seats available.
 - The CPC reviewed their workplan as well as any tasks assigned to the committee in the Integrated Plan. None were found. One recommendation was made to get community feedback for the core service waiver discussion.
 - Support Staff will send an email to all committees to gather input on how to improve the priority setting and resource allocation process.

The next CPC meeting will be held on April 9, 2021 at 9:30AM via Zoom.

- **CIA/CC** – Support Staff provided the February 17th CIA report.
 - The CIA will talk about COVID-19 and telehealth this month. The CIA Chair is putting together questions regarding telehealth and COVID-19. These questions aim to assess how consumers are feeling and their thoughts about the COVID-19 vaccine. Some telehealth questions were taken from the Needs Assessment survey. Attendees will also be asked to provide testimony about having COVID-19 or getting the COVID-19 vaccine.

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

7. Old Business

- Needs Assessment Progress Update
 - The contract for the Needs Assessment Update was signed on March 3rd. The Consultant will analyze CHAMP data and prepare a written report by the deadlines stated in the REC workplan. A preliminary report of the findings will be available in April. The CPC will receive findings on May 14th.
 - Since the analysis and write-up of the consumer and agency surveys have an additional cost, UWGUC is expecting to hear from the Executive Committee regarding a decision on next steps.
 - Some preliminary findings from the CHAMP data analysis were shared as follows:
 - People who used telehealth had a slightly higher (90%) viral load suppression than those who did not use telehealth (88%). An analysis will be done by service subtype, including people who had medical visits, medical case management, and other telehealth services. Around 2,000-2,200 people used telehealth services out of 4,600-4,700 who had a medical visit.
 - Dr. Bagchi asked if there was telehealth services data from previous years. Postel stated that there is no information before 2020 since there was no CHAMP code for telehealth services prior. The code was implemented in July/August of 2020. If telehealth services were offered in prior years, that was not captured as a telehealth visit.
- Epidemiologic Profile Update
 - Postel prepared the data request and sent it to the recipient's office for submission to the State on February 26th. The recipient sent it to HRSA on Monday, March 1st.
 - The draft format that NJHPG sent was used to submit the data request. Six different data elements were requested, including data that is required for the Part A grant application, which included the following:
 - Data on people living with HIV/AIDS in the Newark EMA for the past 3 years was requested since the County and municipal data does not break down HIV vs. AIDS by demographic categories, race/ethnicity, age, gender, and exposure.
 - All county and municipal statistics for NJ, the 5 NEMA counties, and the 5 largest cities in the EMA. This data was provided last year.
 - HIV incidence data by total Newark EMA, by County, and for the five largest cities, which was given last year for the first time. This information expanded the Epidemiological Profile and provided more information on where the epidemic is going and who is newly diagnosed.
 - The unmet need shows people who have received a CD4 or viral load test by demographic category. This year, the unmet need data was changed, and it does not include ARVs. Also, 3 special populations need to be defined for the unmet need estimate that is required for the grant application every year.
 - The NJ, Newark EMA, Essex County, and City of Newark data for transgender people with HIV by age and race/ethnicity was also requested.
- Finalize and approve the FY 2021 Committee Workplan

The REC reviewed the FY 2021 workplan and made the following revisions:

 - The Needs Assessment Interim Report will be reviewed and approved by the REC on April 19th and will be sent to the CPC on May 14th. The Needs Assessment survey data

collection was closed on Monday March 8th. There were 32 agency surveys collected, and 120 consumer surveys as of last Friday. However, some surveys have not been counted yet. Support Staff is waiting for additional guidance on what to do with the data obtained.

- Spelling and format errors were corrected throughout the document.
- The committee noted that the FY 2022 is a Full Needs Assessment.

Motion: Dr. Bagchi asked for a motion to approve the FY 2021 REC Workplan with edits. Brown motioned to approve. Muhammad seconded. There were no abstentions or oppositions.

- Discuss step process for the Full Assessment of the Administrative Mechanism
The 2021 Full Assessment of the Administrative Mechanism will include a survey for the Recipient and one for NEMA agencies. The committee reviewed and revised the 2020 Assessment of the Administrative Mechanism Recipient tool as a template for this year's survey. The following changes were made:
 - Support Staff changed the years throughout the document, but additional changes were made during the meeting.
 - Mentally ill was changed to people with mental illness. Statements that no longer applied to this year's survey were changed or removed.
 - The Assessment of Administrative Mechanism surveys will have an electronic version. Support Staff will provide an update on this task at the next meeting.
 - Some of the final reports that the recipient must submit every year are not due until the end of May and the expected submission dates can be stated in the table.
 - The tentative release date for the survey was set for April 20th to receive the results by May 7th.

Motion: Dr. Bagchi asked for a motion to approve the revised Assessment of the Administrative Mechanism Recipient Survey with edits. Muhammad motioned to approve. Damas seconded. There were no abstentions or oppositions.

The Assessment of the Administrative Mechanism Agency survey will be reviewed and approved at the next meeting. This will be the first item at the next meeting agenda.

8. New Business

- Review the 2020 Funding Streams Report and make recommendations for 2021
 - Support Staff went through the table of contents of the FY 2020 Funding Streams Report and stated some of the lessons learned, such as the fiscal year differences and award dates differences between funding streams.
 - Due to some of the award dates occurring after July, Support Staff may not have this information available.
 - Some of the information was not available by county or EMA, such as the Part B data, which only provided the general state awards. Postel recommended to ask for the Part B Contracts by agency in the EMA.
 - ADDP provided the breakdown of federal dollars. Support Staff will ask for the breakdown on how many people received the funds.
 - The Ending the Epidemic breakdown was gathered last year. Support Staff will also ask which services are provided with these funds and/or how the funds were distributed out of the 16 categories.

- Postel suggested to provide information for the American Rescue Plan Act of 2021 that was just passed for \$1.9 trillion. The funds are broken down by municipality even though these funds are not HIV specific.
- The Essex County EHE grant is \$1,667,000.

9. Administrative Issues

None.

10. Announcements

Support Staff announced that the NJHPG meeting will discuss the impact of federal and state planning on local HIV planning on March 18, 2021 at 10am. The information was sent in advance via email.

11. Next Meeting

The next REC meeting will be held on Monday, April 19, 2021 at 10AM via Zoom.

12. Adjournment

Dr. Bagchi asked for a motion to adjourn the meeting. Kasny motioned to adjourn. All members agreed. The meeting was adjourned at 11:28 AM.