



Research & Evaluation Committee

MEETING SUMMARY

Monday, November 15, 2021 from 10:00 AM to 11:28AM
 Teleconference: (929) 205 6099 / Meeting ID: 952 7127 5360#

PRESENT	EXCUSED	UNEXCUSED
1. Ann Bagchi, PhD/DNP (Chair) 2. Summer Brown (Secretary) 3. Kasny Damas 4. Debbie Mohammed 5. Natalie Muhammad 6. Warren Poole 7. Sharon Postel (Non-Voting) 8. Providencia Rodriguez		9. Corey DeStefano (Vice-Chair)

Guests: Clarence Black
PC Support Staff: Tania Guaman and Unnati Guru

1. Welcome and Moment of Silence

Dr. Bagchi called this meeting to order at 10:00AM. A moment of silence was observed for those who have passed on from HIV and COVID-19, as well as those living with both viruses.

2. Roll Call

Guru conducted the roll call, and quorum was established.

3. Public Testimony

There was no public testimony at this meeting.

4. Review Action Steps

<u>Action Steps</u>	<u>Responsible Party</u>
1. Finalize the bid for the 2022 Full Needs Assessment and submit for Executive Committee approval	Support Team
2. Submit request for payment for the 2021 Epidemiologic Profile	Support Team
3. Post the Unmet Need Framework and Epidemiologic report on the website	Support Team

The above action steps were completed.

5. Approval of the Meeting Summaries from October 18, 2021

The September 20th meeting summary was approved last month as distributed, and is now available on the website for public access.

The October 18th meeting summary was sent via email in advance for review. There was one typo corrected live.

Motion: Dr. Bagchi asked for a motion to approve the meeting summary as revised. Muhammad motioned to approve. Damas seconded. The vote passed. Brown abstained.

6. Updates from other Committees

- **Continuum of Care (COC)** – Support Staff provided the November 11th COC report.
 - The committee reviewed the Other Professional Service Standard after receiving feedback provided by experts from organizations funded for this service. After review and approval of the feedback provided, the service standard was finalized and will be presented to the Planning Council at the meeting on Wednesday, November 17.
 - There was no feedback provided for the Medical Nutrition Therapy Service Standard. As such, the Support Team was advised to work with the Recipient to obtain feedback from professionals in the organizations that are funded for this service and reach out to higher ups in those organizations for further assistance if needed.
 - A discussion came up regarding how providers share clients in reference to referrals. These three questions will be brought up to the Executive Committee for advisement:
 - How to refer to agencies funded for Medical Nutrition Therapy
 - How to update CHAMP with specific fields, as there are notifications asking for information that the referred organization is prompted and responsible to supply that they do not have.
 - Patient confidentiality: one organization is often unable to have an open discussion with another organization due to how paperwork regarding patient confidentiality is completed, despite business associate agreements.
 - Postel recommends that these topics be a part of the 2022-2026 Integrated Plan goals as a system barrier for care.
 - A presentation was given by Dr. Lucy Efobi about the benefits of Rapid and Same-Day ART, as well as recommendations, best practices, and considerations of initiating ART in an HIV clinic, which is available on the NEMA Planning Council website.
 - Postel also advises to include the initiation of Rapid ART in the Integrated Plan Goals due to benefits of quickly achieving viral suppression and lowering the risk of HIV transmission when Rapid ART is utilized.

The next COC meeting will occur on December 9, 2021 at 10 AM via Zoom.

- **Comprehensive Planning Committee (CPC)** – Support Staff provided the November 12th CPC report.
 - The CPC had questions regarding how the REC came to the topic selected for the Full 2022 Needs Assessment. The Support Team provided a brief explanation about the discussion held in the past few meetings, along with DeStefano's experience from consumer discussions at NJCRI and their concerns with mental health.
 - There was an interest in having the following shared with the CPC:
 - CIA meeting minutes from October 28th
 - Ending the Epidemic and Rapid ART presentations, which were presented at other committee meetings, to use as a reference for their goals and objections section of the Integrated Health Plan.

- There were two recommendations:
 - o Each committee develop a workplan and timeline to track the progress of the integrated health plan
 - o Consider who needs to be invited to each planning session, as the CIA put together a list of entities based on recommended and required stakeholders listed in their section of the Integrated Care Plan guidance.
- The Support Team was asked to keep track of all the progress being made by each committee, and to make committee reports available if needed.
- At the next meeting, the CPC will continue to work on developing goals for the Integrated Plan

The next CPC meeting will be held on December 10, 2021 at 9:30AM via Zoom.

- **Community Involvement Activities Committee (CIA)** – Support Staff provided the CIA report.
 - The *2021 Epidemiologic Profile* was announced as being available for public access on the NEMA Planning Council website: <https://www.nemaplanningcouncil.org/community-reports>
 - A brief presentation was provided by the Support Staff, which discussed the role of the Planning Council in the Newark EMA and its committees.
 - There was an in-depth discussion regarding groups and/or organizations that should be engaged in the development for the 2022-2026 HIV Integrated Plan. The committee reviewed Appendix 3, which outlines required and recommended groups and organizations that need to be engaged. The participants put together an extensive list to fill these needs and recommendations.
 - Meeting participants provided feedback regarding what the HIV epidemic looks like in the EMA. Some offered their input on what influences peoples’ ability to stay virally suppressed, such as the cost of food and dealing with health insurance, with a specific emphasis on gaps in health insurance being an issue for individuals.
 - Poole led a discussion regarding underrepresented groups, particularly youth, who need to be more involved, and methods to engage them. Some of the suggestions involved posting flyers in schools and youth programs, holding school assemblies, and using social media platforms (i.e. Facebook, Instagram, etc.).

The next meeting will be held on Wednesday, November 17, 2021, at 5PM via Zoom where the committee will continue to discuss the 2022 to 2026 Integrated Health Plan Guidance.

7. Old Business

- **Discuss methodology for the Full 2022 Needs Assessment**
 - After a detailed discussion, the following methods were decided:
 - o Agency Surveys – which will focus on the processes, with questions such as:
 - How often and how are mental health services provided?
 - Was the client’s mental health assessed?
 - What data is collected regarding mental health?
 - How many clients had viral load results of less than 20?
 - Did the client bring up any concerns regarding their mental health?
 - How many screened positive or negative?

- Specifically, regarding bilingual literacy and/or limited English proficiency the following questions were posed:
 - Do agencies have a method to assess the bilingual literacy of providers and staff?
 - How many members of staff in the agency are bilingual?
 - Which agencies have bilingual mental health services?
 - How do providers address people who have limited English proficiency?
 - How do agencies provide services in these situations?
 - How often do agencies have to refer to another agency due to language barriers?
 - Client Surveys – to assess what barriers clients face to accessing services and obtain their feedback regarding the following topics:
 - Were PHQ2 tools to assess stigma or mental health utilized?
 - Do they have any coping mechanisms, support systems, or spiritual advisors?
 - CHAMP – There may be some reports that can be pulled with the limited data collected by CHAMP, such as:
 - Service categories and utilization
 - Subtype, demographic, and geographic data
 - Counseling: individual, group, or family
 - Looking into what data is collected in relation to mental health
 - BHIP data by medical visit (standard for all agencies)?
 - Was a mental health screening done?
 - Are clients provided annual mental health assessments?
- In regard to CHAMP, there was a recommendation to create data sharing across platforms or systems used to provide care to prevent duplicate data collection from clients, as there is no data-sharing agreements at this time. The data sharing was described as: information that is input into CHAMP should be available across all service providers in the EMA and/or providers using the CHAMP system.

Tentative Action Steps:

- Dr. Bagchi will start to draft questions for the agency and client survey in preparation for the December meeting.
- Due to the limited data available, Postel will provide a summary of what information or indicators are available on CHAMP, considering topics such as geographical data, strengths, and gaps in the system for the next meeting.
- **Planning for the 2022-2026 HIV Prevention and Care Plan**
- Continue the review of section 3 Contributing Data Sets and Assessments
 - The REC reviewed the requirements for their section of the Integrated Health Plan in detail, regarding how much time it may take to accomplish each requirement, to create a realistic timeline to track their progress, as per the recommendation of the CPC.

- There was a recommendation to include references to resources used in obtaining the information for the upcoming Funding Stream Analysis. Due to time constraints, further discussion of this item was tabled for the next meeting.

Tentative Action Steps: The Support Team will start compiling data for the Funding Streams Analysis now until its completion date.

8. New Business

- **Update on the Quality Improvement Plan and benchmarks by Recipient Staff**
 - The Support Staff shared the Recipient's Office feedback noting that there are no changes on Quality management since the May 2021 report, and that new data for the Calendar year of 2020 will not be available until February or March of 2022.

9. Administrative Issues

- The Support Staff is waiting on bids for the Needs Assessment consultant, as the deadline is November 16th.
- UWGUC is working on the proposal, due on November 19th, to continue providing Planning Council support, which is now a three-year grant period as opposed to one-year as was prior.

10. Announcements

- Peter Ho Memorial Clinic's Consumer Advisory Board is hosting their World AIDS Day event on Wednesday, December 8th from 11-3PM. Event information will be posted on the website for public access.

11. Next Meeting

The next REC meeting will be held on December 20, 2021, at 10AM via Zoom.

12. Adjournment

Dr. Bagchi asked for a motion to adjourn the meeting. Poole motioned to adjourn. Mohammed seconded. The vote passed unanimously. The meeting was adjourned at 11:28AM.