



**Research & Evaluation Committee  
MEETING SUMMARY**

**Monday, March 20, 2023, from 10:00 AM to 10:45 AM**  
 Videoconference via Zoom: <https://us06web.zoom.us/j/86359953177>  
 Teleconference: (929) 205 6099 / Meeting ID: 863 5995 3177

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

**Guests:** Denise Brown  
**PC Support Staff:** Carla-Ann Alexander and Roberto Benoit

- 1. Welcome and Moment of Silence**
  - Dr. Bagchi called this meeting to order at 10:00AM. A moment of silence was observed for all those living with, those who have passed, and those affected by HIV/AIDS.
- 2. Roll Call**
  - Support Staff conducted roll call. Quorum was established.
- 3. Public Testimony**
  - There were no public testimonies.
- 4. Review Action Steps**

<u>Action Steps</u>	<u>Responsible Party</u>
2023 Needs Assessment Survey	Consultant

- Postel gave an overview of the Draft Needs Assessment Survey.
  - Postel discussed FY '22 – '23 results in comparison to the NHAS goals.
    - 31 clients were not linked to care. Sub recipients noted, during the EIRC meeting on January 30<sup>th</sup>, 2023, that the main reason for clients not being linked to care within 30 days is due to failures in the transfer of information. Information on a client who was diagnosed in a particular facility was not properly passed down to another facility.
    - There were also internal reasons that resulted in clients not being reached out to for follow or clients not showing up.
    - Postel is compiling these concerns to be addressed in the linkage to care survey.

- Methodology: The linkage to care for the Needs Assessment focuses on FY '22, was developed using three databases: the FY '22 data that was already compiled; CHAMP performance report for linkage to care; and one that Postel prepared using an older method.
    - All the Client ID's compiled resulted in 67 clients total who were not linked to care. 31 were already studied in FY '22, there remains 36 clients to be reviewed.
  - Postel went over survey questions with the committee.
    - Bagchi recommended sending out an additional survey to non-Ryan White sites to better understand their process regarding HIV testing.
    - Postel mentioned in addition to this, the committee can conduct an educational outreach program that would provide hospitals and clinics with the knowledge of Ryan White providers and the need to link certain clients to care after being discharged from their diagnosis.
    - Bagchi went on to further mention that many of these clients are being lost to follow-up and the need for further investigation into their process after a diagnosis is needed to reach the 95% NHAS goal for linkage to care.
    - Mohammed raised some possibilities as to why linkage to care is not happening in certain centers. She mentioned the difficulty of scheduling appointments. Mohammed requested that we add a question within the survey that asks agencies when their first available appointment is. Mohammed also noted that clients who are going through the hospital-based clinics must go through Charity Care and ID process which could be very expensive and prevent clients from receiving care.
    - Muhammed and DeStefano mentioned that at their sites, clients receive care despite not having their ID's.
    - Lastly Mohammed mentioned that younger individuals who are getting diagnosed may not attend their follow up appointment because of inconvenient hours of operation. Mohammed pointed out that if a client is working during the day and there are not any night appointments available, they might not go to their appointment due to competing priorities of work. She stressed the importance of sites having evening and weekend hours to accommodate those who may be working during the weekday.
    - Muhammad and DeStefano mentioned that their sites provide weekend and evening hours, but there remains an issue for appointment availability and scheduling at other sites, within and outside of the EMA.
  - Postel raised different strategies to increasing linkage to care.
    - Sites outside of New Jersey conduct telehealth appointments and that counts as a medical appointment. These sites dropped their linkage to care to 0 because the appointments were made on the same day.
    - Mohammed mentioned that she's conducted telehealth appointments for clients on PrEP. During these appointments she conducted the appointment, scheduled labs, and prescribed medication all in one visit. She then scheduled another appointment in 1 month to make sure all is in track. For HIV positive patients she scheduled them for 2 weeks after that initial appointment. It is possible, but all is depended upon the agency's capability to do so – Including having dedicated staff to conduct telehealth in the morning and evenings.

- Postel mentioned that the case load is not heavy in terms of newly diagnosed patients. It is feasible for doctors to conduct telehealth appointments.
- Bagchi mentioned the need for providers outside of HIV specialists to conduct care and prescribe medication.
- Bachi mentioned that times are changing, and we don't have to continue to go along with how things have been if there is a better way.
- Postel also mentioned the need for creative solutions to accomplish the NHAS goal of 95%.
- Postel mentioned that she will adjust the survey questions to reflect the changes that Mohammed mentioned: What is the average time to schedule first available medical appointment; are there issues with identification, Charity Care, or Client ID's before service (Question only for hospital based clinics); and do the agencies have extended/weekend hours for appointments. After the changes have been made the committee will continue to review and it will also be sent to the Ryan White Recipient's office.

#### **5. Approval of the Meeting Summaries from January 9, 2023**

- The meeting summary from January 9<sup>th</sup> was sent out electronically. Mohammed made a motion to approve the meeting summary from January. Muhammed seconded. The meeting summary was approved.

#### **6. Updates from other Committees—PC Support Staff gave the updates.**

- **Continuum of Care (COC)**

- The committee reviewed and updated their FY23 work plan and discussed future committee presentations. The calendar was motioned and approved.
- The committee reviewed/approved service standards Medical Case Management and Housing.
- The committee reviewed NEMA's FY23 Priority Setting and Resource Allocation Report to identify which priority populations NEMA will focus on.
- The next COC meeting will be held on Thursday, April 13, 2023, at 10AM via Zoom.

- **Comprehensive Planning Committee (CPC) -**

- After routine business, the Comprehensive Planning Committee Reviewed their current Membership Roster and determined areas of need for FY' 23-24.
- The committee discussed recruiting strategies for the committee.
- Support Staff conducted the Comprehensive Planning Committee Member Orientation with Parliamentary Procedures— providing an overview of the Priority Setting and Resource Allocation Process (PSRA) and outlining roles, responsibilities, and expectations of committee members.
- The committee reviewed the Conflict-of-Interest Policy and Disclosure Statement form. Support Staff will be sending forms to be signed by all members.
- The committee Reviewed the Ryan White Part A Core Service Model and discussed needs for EMA.
- The next CPC meeting will be held on Friday, April 14, 2023, at 9:30am via Zoom.

- **Community Involvement Activities Committee (CIA)**

- The CIA last met on February 22, 2022.
- The CIA committee discussed nominations for co-chair positions. A vote will be held for next month's meeting.
- After routine business and reports, the committee focused on finalizing the FY 2023 work plan and approved the final calendar during the meeting.
- Support Staff conducted the Community Involvement Activities Committee Member Orientation with Parliamentary Procedures– outlining roles, responsibilities, and expectations of committee members.
- The committee discussed recruiting strategies for the committee.
- The Committee reviewed current Operating Policies and Procedures (OPPs) and a motion was approved to send out the OPP to the Planning Council for a 30-day review process.
- The next CIA meeting will be held on Wednesday, March 22, 2023, at 5PM via Zoom.

## **7. Old Business**

## **8. New Business**

- Review 2023 Needs Assessment Draft Survey
  - Postel reviewed the needs assessment draft survey with the committee.
  - The committee gave their input and revisions will be sent out to the committee after the meeting and will also be shared with the recipients office.
- Review progress on 2023 Funding Streams Report
  - Support Staff is currently working on the 2023 Funding Streams Analysis.

## **9. Administrative Issues**

- Support Staff is currently collecting Confidentiality agreement forms and Conflict of interest forms that need to be signed on a yearly basis. Support Staff will be sending out reminders after the meeting.

## **10. Announcements**

- No announcements were made.

## **11. Next Meeting**

- The next REC meeting will be held on Monday, April 17, 2023, at 10AM via Zoom.

## **12. Adjournment**

- Muhammed made a motion to adjourn the meeting DeStefano seconded. The meeting ended at 10:45 AM.