



**Continuum of Care Committee
MEETING SUMMARY**

Thursday December 14, 2023, from 10:02AM to 11:46AM

Videoconference via Zoom: <https://us06web.zoom.us/j/82086702402>

Teleconference: (929) 205-6099 / Meeting ID: 820 8670 2402

Present	Excused Absences	Unexcused Absences
1. Viesha Morales (Chair) 2. Ann Bagchi, Ph.D. (Secretary) 3. Cezar Dumago 4. Lauro Rocha 5. Janet Hemingway 6. Nancy Scangarello 7. Dr. Wanda Figueroa		7. Denise Brown 8. Victoria Spencer 9. Dr. Lucy Efobi

Guests: Victoria Goulbourne, Ashley Bramble, Victoria Riafrecha, Ashanti Simpson-Little

Support Staff: Roberto Benoit, Lashon Gray

1. Welcome and Moment of Silence

Morales called the meeting to order at 10:02AM 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

Bagchi conducted the roll call. Quorum was established.

3. Public Testimony

There was no public testimony at this meeting.

4. Approval of Meeting Summaries from November 9th

The November 9th meeting summary was distributed electronically and was motioned to be approved by the committee. Morales called for a motion to accept the November 9th meeting summary as is, Scangarello made the motion, Rochal seconded the motion. The motion was advanced. All were in favor, no objections. Dumago and Bagchi abstained. The Meeting Summary was successfully passed.

5. Standing Committee Updates

Comprehensive Planning Committee (CPC) – this committee last met on December 8th:

- Continued Discussion on the Cluster Detection Response Team
- Discussed and drafted FY 2024 Committee Workplan

- The next CPC meeting will be held on Friday January 12, 2023, at 9:30am via Zoom

Research and Evaluation Committee (*REC*) – this committee last met on Monday November 20, 2023:

- Reviewed Progress Report #4 of the 2022-2026 Integrated HIV Care Plan
- Discussed FY 24 Needs Assessment topic, scope, and methodologies with budget considerations.
- Discussed committee training needs for FY 2024.
- The next REC meeting will be held on Monday, December 18, 2023, at 10AM via Zoom.

Community Involvement Activities Committee (*CIA*) - this committee last met on November 15, 2023.

- Reviewed the FY 23 Needs Assessment
- The next meeting will be held on December 20, 2023, at 5PM via Zoom.

6. Old Business

7. New Business

- Review/ Update Universal Service Standards
 - Morales proposed revising the requirement of fourth generation tests on section 1: Intake and Eligibility, bullet point #1. She raised a question to the committee whether to make it the discretion of the provider or leave the requirement of the fourth-generation test as is.
 - The committee agreed and proposed making it a recommendation, allowing more flexibility for subrecipients. The team concluded that while the fourth-generation test may not be mandatory, it is still recommended, especially for established patients.
 - There was discussion surrounding the need for uniformity amongst service providers. Dr. Figueroa noted on the record that she did not agree with the fourth-generation test being “as recommended”, but rather wanted the fourth generation to be a requirement to allow for easier transfer of care due to her personal experience of having received a patient who claimed to be positive but did not present with a positive result.
 - Morales mentioned that medical case managers should be the first line of defense. Their role is to gather all necessary documents for Provider to decide for care, including proof of HIV status. Morales mentioned that the committee could not make it a requirement, being that all service providers have different protocol and standard procedures. Unless the grantee’s office or HRSA makes it a requirement, the committee cannot enforce such policies on the rest of the agencies.
 - Though all committee members shared similar sentiments regarding the need for more universal standards, it was agreed amongst the majority that the fourth-generation test requirement should be “as recommended”.
 - Scangarello suggested that the committee review the medical case management service standard to ensure that all case managers are collecting the appropriate information when receiving or transferring transfer of care patients. Morales mentioned that these may already be defined within the service standard, but agreed to review ahead of the march meeting where the standard is slated for review.
 - Postel chimed in on the discussion and raised PCN 21-02. Within this policy notice, Postel mentioned that there were 3 requirements needed before individuals could receive care from Ryan White: one of those requirements being documentation of HIV status. Postel

mentioned that whether this is done by the case manager or provider, there is a requirement for patients to have proof of their diagnosis.

- Dumago informed the committee that the medical case management service standard states that “in addition to the universal service standard you are expected to follow the following guidelines:”; Dumago noted that certain specifics regarding transfer of care was not included because they are contained within the Universal service standard. He suggests that the committee should incorporate PCN 21-02 into both service standards to ensure that we are covering both ends.
- Morales agreed, noting that the committee could include a blurb within the “intake/Assessment” section to include a bullet point stating “MCM and Non-MCM recommended first point of contact to assess eligibility”.
- Postel noted that being that these are universal service standards that govern all other service standards, the bullet point should be addressed in medical / non-medical case management itself. The bullet point was removed and agreed to be added to MCM service standard. Rather, as per Postel’s suggestion, the committee decided to input a verbiage that states “Refer to PCN 21-02” instead.
- The committee added an additional link to PCN 21-02 at Section XIV: Additional Program Guidance [HIV/AIDS Bureau].
- Scangarello asked a question regarding Case Closure/Discharge and whether or not there was a specific length of time before a case manager can decide to close a case after no contact. Dumago mentioned that his agency closes a case at 7 months. Morales stated that at a minimum a case can be closed at 6 months up to 9 months before the data is deleted off CHAMPS.
- Postel mentioned that HRSA has reinstated the recertification for up to a year to prevent any barriers to care, but the policy is not very clear.
- After discussion, Morales called for a motion to approve the Universal Service Standard as revised. Dumago made a motion to approve, Bagchi seconded the motion. All were in favor. No abstentions or oppositions. The service standard was approved to be sent to the planning council for a 30-day review.
- **Review the latest HRSA Policy Clarification Notices**
 - The committee reviewed HRSA Policy Clarification Notice 21-02 and were sent a copy of the policy clarification notice after the meeting.
- **Review/ Update FY 24-25 COC Calendar Workplan**
 - The committee began drafting the FY 24-25 Calendar Workplan with dates for the new fiscal year.

8. Administrative Issues— PC Support Staff

Support staff noted that the Early Intervention Service Standard had not been updated and needed to be reviewed. Morales mentioned that Early Intervention Service Standard can be discussed in next month’s meeting.

9. Announcements

- Morales announced NJCRI will be hosting a holiday luncheon on December 15th from 12PM -3PM. On December 24th , Morales will be hosting a birthday brunch and encouraged anyone who is willing to participate to attend.

- Morales mentioned that she is working closely with Rochal to get a meeting space for February to host an in-person meeting for the committee. For those who are able to make it they are encouraged to attend, if not, a zoom link will also be provided. More details to follow.

The next COC meeting will be held on Thursday, January 11, 2024, at 10:00AM via Zoom.

11. Adjournment

Morales made a motion to adjourn. All were in favor. The meeting was adjourned at 11:46 AM.