

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Ric Browne & Christine Romanik, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, September 3, 2015
Start Time: 12:13 pm
End Time: 1:36 pm
Location: Burrough's Community Center
Presiding Chair: Ric Browne
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the June 4, 2015 and August 6, 2015 meetings

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2014 PCAT for the Quality Improvement Committee

(1.0) Moment of Silence

Ric called the meeting to order at 12:13 pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(1.0) Welcome and Introduction

All participants introduced themselves.

(2.0) Co-Chair Announcements

There were no co-chair announcements

(3.0) Approval of June 4, 2015 QI Meeting Minutes

A motion to approve the minutes from June 4, 2015 was made by Joanne Montgomery and seconded by Roberta Stewart

For: (4) Montgomery, Stewart, Romanik, Teel

Against: (0)

Abstain: (2) Browne, Delgado

Approval of August 6, 2015 QI Meeting Minutes

A motion to approve the minutes from August 6, 2015 was made by Joanne Montgomery and seconded by Roberta Stewart

For: (3) Teel, Stewart, Romanik

Against: (0)

Abstain: (3) Browne, Delgado, Montgomery

(4.0) New Business/Old Business

- **Review 2015 PCAT (Planning Council Activity Timeline)**

The committee reviewed the QI Planning Council Activity Timeline and the committee is right on track with all tasks.

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- **Determine Specific Plan-Do-Study-Act ('PDSA') initiatives and review results –**
 1. Screening for STIs, specifically Chlamydia and Gonorrhea. These will be ready in January regarding STI screening and the Grantee will report this at that time.
 2. The question was asked if there were tools that regions were using that may become best practices that would be helpful to share across regions in order to help with outcomes. The Grantee felt that this would be a contractor issue and wouldn't live in this committee.
- **Review Service Standards**
 1. Differentiate between SA-Inpatient and SA-Outpatient to create new indicators for both. Both service category service definitions are the same. Staff will separate these and present them. Staff will present data from DMHAS, HRSA and Ryan White.
 2. Jeff presented the current Service Standard for Substance Abuse. The following items were reviewed:
 - a. Definitions of Service
 - b. Requirements
 - c. Performance Measures
 - d. Monitoring Standards
 - e. Limitations
 - f. Outcomes

There were several discrepancies throughout this service standard and this committee will continue to work on this through January if needed so the final service standard will be ready for the new grant year. The grantee asked if he could reach to Liberation House and see if they would like to collaborate on this service standard. He will be inviting them to our next QI meeting in October.

(5.0) Grantee Report

Tom Butcher presented a document with responses from requests from August's meeting. This report included:

1. Any barriers of clients reviewed in the QI chart monitoring both in EIS and MCM
2. Trended Services prioritized for newly diagnosed clients
3. Trended Services prioritized for return to care clients
4. Percentages of special populations for returned to care.
5. Substance Abuse Service Standard suggestions for inpatient indicators.

They will be going through the Grant Guidance which has a due date of November 2, 2015.

(6.0) Unresolved Parking Lot Items

- Present the regional PDSA on Syphilis and the baseline from the previous year based on the QM site visit report. In January we will present the results of the PDSA from the EMA.
- Can grantee provide Pathways to Care with Service Standards data?

(7.0) Announcements

- Ken Teel requested people who may have experience with transitional housing if they feel comfortable sharing their policies.

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- The next Quality Improvement meeting is October 1, 2015 from 12:00pm – 2:00 p.m. (Burrough's Community Center).

Quality Improvement Committee Attendance 2015

	Planning Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Ric Browne Co-Chair	X			X	X	X	A	X		
2.	Christopher Cole	A			X	A	A	A	A		
3.	Sabrina Delgado	X			A	A	X	A	X		
4.	Patricia Ducatel	-			X	A	A	A	A		
5.	Heather Garofalo	A			A	A	A	A	A		
6.	Heidi Jenkins	X			X	X	X	X	A		
7.	Tom Kidder	X			X	X	X	A	A		
8.	Kenneth McLellan	A			X	A	A	A	A		
9.	Joanne Montgomery	A			A	A	X	A	X		
10.	Raphael Muniz	A			A	A	A	A	A		
11.	Alex Ortiz	A			A	A	A	A	A		
12.	Johnny Rivera	-			X	X	A	A	A		
13.	Jackie Robertson	A			A	A	A	A	A		
14.	Christine Romanik Co-Chair	X			X	X	X	X	X		
15.	Mark Sanchez	A			A	A	A	A	A		
16.	<i>Roberta Stewart PC Co-Chair</i>	X			X	X	X	X	X		
17.	Ken Teel	-			X	X	A	X	X		
18.	Charlotte Teel	A			A	A	A	A	A		
19.	Lauren Tierney	A			A	A	A	A	A		
20.	Dennis Torres	A			A	A	A	A	A		
	Ryan White Office	X			X	X	X	X	X		
	Planning Council Staff	X			X	X	X	X	X		
	% of Council present:	40%			50%	27%	36%	19%	30%		

Guests: Sara Burns, Kelly McDermott