

San Antonio Area HIV Health Services Planning Council

4502 Medical Drive, MS# 45-2 Corporate Square, Suite 200, San Antonio, TX 78229
 Planning Council Support: (301) 807-2196



MINUTES OF THE PLANNING COUNCIL

Thursday, October 20, 2022
 Zoom Videoconference
 12:30 p.m. – 3:00 p.m.

Planning Council Members				Recipient Staff		Guests	
Alfred Chavira	P	Wayne Wientjes	P	Leah Meraz	Breanna Jajairam, Homeless Outreach Manager		
Joe "Jace" Clower	P	Jamie Zapata	A	Mary Mitchell	Connie Whitworth		
LaToya Goodwin	P			Carol Nielson	Marc Hernandez		
Catherine Lemus	P			Annie Johnson			
Ronique Pleasant	P			Dawn Cook			
Santiago Serrato	P						
Korie Smith	P			Planning Council Support Staff			
Mikela Villareal	A			Sharron Harris			
Charles Whitehead	A			Gloria Wood			
P = Present A = Absent							

Call to order	The meeting was called to order at 12:37 p.m. by Wayne Wientjes.
Determination of Quorum	8 members present; Quorum established
Welcome and Introductions	PC Support called the roll and welcomed everyone.
Mission Statement	Mission Statement was read by Korie Smith.
Approval of the Agenda	Motion to accept the agenda by Jase, 2 nd by Korie; no opposition, 1 abstention, Agenda approved.
Approval of the Minutes from September 15, 2022	Motion to approve Minutes made by Korie, 2 nd by Jase; no opposition and 1 abstention. Minutes approved.
Recipient Report September 2022	<p>UHS Administrative Overview (Leah)</p> <ul style="list-style-type: none"> • For the month of September, staff began a hybrid work schedule with being in the office 2-3 per week and remoteing 2-3 per week. • Staffing <ul style="list-style-type: none"> ○ ADAP Liaison Vacant: Position has been filled. ○ Nurse Care Coordinator Supervisor: Position will be filled by Care Coordinator M. Espinoza. ○ Program Manager-Data: Vacant • RDE <ul style="list-style-type: none"> ○ E2sanantonio demo site just launched. • Ryan White staff participated in the following trainings and meetings throughout the month of September: Ryan White/HIV activities; fiscal/accounting; program update; monthly data managers meeting; TCT Meeting with DSHS; Monthly Data Manger Meetings with the Texas Data Mangers regarding TCT; weekly meetings with RDE to implement the new data system; Standards of Care review; meeting with PC Support consultant regarding Integrated Plan; BRAVE/Patient Navigation Data meeting; EHE monthly call; HRSA Healthy Grants Workshop; and Internal CQM Meetings. <p>Planning Activities</p> <ul style="list-style-type: none"> ○ Submitted FY 2023 Non-Competing Continuation (NCC) Progress Report to HRSA on October 3, 2022.

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- Staff continue to work with the Planning Council on the Integrated Plan that is due to HRSA in December.
 - Continued Review of Draft Integrated Plan Framework – Continuing to follow the framework from the 2022-2026 Plan. The committee continued to review the goals and objectives of the prior year plan picking up at Objective A, Strategy II A.3, “Expanding education and training for PLWHA, Community Stakeholders, and Service Providers,” and ending on page 6. For the August Meeting, the committee will begin with Goal III: “Reducing HIV Related Health Disparities” starting a page 7 and provide for new recommendations to enhance the objectives for the 2022-2026 Plan.

Compliance Activities (Mary Mitchell)

Monitoring:

- Finalizing Pre-Monitoring Workshop Presentation
 - Schedule individual provider WebEx presentation in order to work on logistics.

Service Standards Indicators have been finalized by the Monitoring Review Team.

Monitoring to begin September/October 2022

- Working on Monitoring Prep
 - Drafting notification letters
 - Subrecipient Document Checklists have been completed
- Monitoring Review Team
 - Demographics have been added to all Eligibility and Services Standards Monitoring Tools.
 - Have begun background monitoring for Eligibility Indicators by using TCT.
 - Have begun background monitoring for Fiscal Standards by using internal documentation.

Manuals:

- Draft Items in Process
 - Monitoring Program
 - CQM Program
 - Recipient Manual
- Review/Revise for new year
 - Subrecipient Manual

Standards of Care:

- Reviewing HRSA Monitoring Standards for Part A and B
 - Updating Standards of Care to begin in December 2022

Clinical Quality Management Activities

LPAP

- The CQM Committee also serves our LPAP Drug Formulary Committee and met on October 13, 2022. The Committee received and approved a request to add the following to the Drug Formulary:
 - One request
 - Voriconazole (Vfend)
 - Used to treat many different types of fungal infections, including cryptococcal meningitis.

ADAP

- No new updates for the month of September.
 - THMP is currently behind in processing applications estimated 2 months.
 - The AA has provided assistance about EFA funds and the PAP programs are available but time consuming.
 - TCT has had many glitches that currently need workarounds but the

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communication is lacking from the Helpdesk. For example if an existing client reapplies to ADAP, the AEW has to select a CARE service that the client does not need to push the application through and then go back and delete the service.

CQM Committee

- Internal CQM Committee
 - Met on October 7 to discuss progress on the agency CQM Plans. Two of the 6 agencies are working on finalizing infrastructure. All agencies should have drafts with final infrastructure revisions submitted to the Internal CQM Team by end of October.
 - Discussion regarding ongoing issues pulling accurate data from TCT.
- External CQM Committee
 - Met on October 13, 2022.
 - Drug Formulary Request(s)
 - One request: Voriconazole (Vfend)
 - Used to treat many different types of fungal infections, including cryptococcal meningitis.
 - Discussion of 2022 CQM Plans and Activities.

Agency CQM Coaching Sessions:

- Currently phase 1 is about finalized, the compliance team has completed TA/coaching sessions for CQM plans sections: Quality Vision Statements, Annual Quality Goals, and Infrastructure. The compliance team worked with each of the agencies to understand the PCN 15-02, the importance of an established a strong narrative for each section. The most time has been spent on understanding infrastructure and establishing resources. At this time the agencies are meeting with their CQM committees to assign internal, external, adhoc and resources which is estimated to be completed by mid-September. Once these are received back for finalization, the compliance team will move into phase two, performance measures.
- Overall CQM Plan Process for agencies in phases:
 - Phase 1: The compliance team developed a template for the Part A CQM plans. The compliance team used the initial draft the agencies submitted and reformatted the information into the CQM template. The focus will be on the following sections: Quality Vision Statement, Annual Quality Goals, and Roles and Responsibilities. The compliance team will schedule individual Webex meetings with the agency CQM SPOC to discuss the revised plans and missing information. The agencies will resubmit once complete
 - Phase 2: The AA will have coaching sessions to cover the next phase, understanding performance measures and work plans. This was a section of the CQM plan that all agencies had confusion over. The compliance team will review pulling data and using the data for QI projects. The AA will also discuss the difference of CQM and monitoring and how these two items are different.
 - Phase 3: QI projects
 - Phase 4- CQM plan for other funding sources

Trainings/Technical Assistance provided to the Service Providers, Planning Council, AA Staff, Consumers, and/or Community Stakeholders.

- Standards of Care Review: 2022 RW Service Category Overview Food Bank, Medical Nutrition, and Medical Transportation on September 27, 2022. The service category for Oral Health is scheduled to be reviewed on October 25, 2022.
- San Antonio Ryan White and Operation BRAVE Programs Administration Overview (101) will be held on November 1, 2022.

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- Quality and Compliance Team are creating mini Technical Assistance Trainings for the agencies to help them better understand the CQM Plan requirements, Performance Measures, Work Plans, and Quality Improvement vs. Quality Assurance.

PC Support suggested that once the infrastructure for CQM Plans are in place and the projects are determined and has some level of progress established under the CQM Plan, it would be informative for the Planning Council to get an overview from a couple of providers that have unique projects in their plans. Mary Kay responded that Wayne represents the Planning Council on CQM, and they have been discussing expanding the CQM Committee that's attended quarterly (guests are also welcomed to attend) and updates are available that way, as well.

Operation BRAVE Activities (Mary Kay and Leah)

Youth activities:

- "A Day to be BRAVE" – will be held on Hopscotch on October 25th from 7-9pm
- College/university tour kickoff in August – 5 sessions at 4 colleges/universities
- 3 outreach events were attended in September totaling in roughly 950 individuals reached

Capacity Building:

- Discussion on BPA vs Care Gap put into EPIC for ambulatory setting
- Working to schedule follow up meeting

Housing activities:

- A total of 18 referrals have been made

Engagement to care:

- Patient Navigation (Care Coordination Team)
 - Referral source
 - 16 Emergency Department
 - Diagnosis status
 - 14 previously diagnosed
 - 2 newly diagnosed
 - Referral breakdown
 - 2: Part A
 - 10: Operation BRAVE (EHE Program)
 - 3: Part D
 - 1: Not Assigned
 - Navigation outcomes
 - 2 individuals linked to care

Jace asked if Operation Brave is offering Housing Assistance or if it's strictly referral. Mary Kay responded that it is housing assistance and that it is offered at ARCC, and the service is very specific. If you know anyone who needs help with housing, you can refer them to ARCC and talk to them about that program there. It's used in conjunction with HOPWRA funding and other funding that we have available.

PC Support indicated that we spoke with Tanya to coordinate a presentation to the presentation about Housing Assistance.

Santiago questioned if HOPWA's services included rental assistance. Mary Kay responded yes, but there are specific criteria that must be met.

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PC Support reiterated that part of inviting Tanya for a housing briefing is to help the Planning Council to be more informed and gain more insight about the services and the eligibility requirements.

Committee Reports

Needs Assessment and Comprehensive Planning/Continuum of Care Committee (CPCC)

Chair – Vacant

Business Item	Discussion / Motion	Planning Council Action
<p>1. Reviewed Integrated Plan Progress</p> <p>2. Reviewed PSRA Final Decisions</p>	<p>PC Support reviewed progress of Integrated Plan, as follows:</p> <ul style="list-style-type: none"> • Convened Stakeholder workgroup • Presented the Integrated Plan proposed goals to the Peoples Caucus for feedback. • Interviewed several other people in the jurisdiction for feedback. • Currently, writing out the strategies and activities to support each of the 3 goals agreed to, which are: reducing new HIV infections, improving access to care and health outcomes, and reducing HIV related disparities. • The Federal Government has asked that the following pillars at the national level be addressed in the 5-year plan. They are: Diagnose, Treat, Prevent and Respond. • Each of the 3 goals has been designed with strategies and implementing activities according to these 4 pillars. PC gave an example of how this looks, using Goal 1 as the example. Thanked Alfred for help in determining how broadly the Status Neutral Protocol is being used and determining if there is additional help Providers need to link people within the 72- hour window required by the Protocol • Solicited any questions or comments and indicated that she would email the presentation out to everyone. • Recapped what final decisions were for priority setting. 	

Membership, Nominations, and Elections Committee (MNE)

Chair– Vacant

Business Item	Discussion / Motion	Planning Council Action
Reviewed PC Attendance	Will look at attendance report next month.	Discussion only
Discussed Participation in HRSA Planning CHATT	Wayne, Jace, and PC Support will be on first HRSA Planning Council Learning Collaborative this afternoon at 3:00p CST. This is a discussion among different Part A Planning Councils across the country about what kind of strategies they deploy to recruit new members to join the council. Will bring back a report to the Executive Committee next month.	Discussion only

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Fiscal Monitoring and Reallocations (FMRA) Committee		
Chair - Vacant		
Business Item	Discussion / Motion	Planning Council Action
1. Received and discussed the Sep Recipient Report.	See Recipient Report above.	Discussion only.
2. Reviewed and Discussed the Part A Expenditure & Unduplicated Client Count Report by Service Category.	<p><i>Fiscal Report (Annie)</i></p> <ul style="list-style-type: none"> • <u>Part A Formula's</u> goal for this period was 50% and we are at 45.47% overall. • There are a couple that are at 0, one of them is medical nutrition therapy, and staff for that position has not been filled, so some of those funds may be reallocated to other categories. Waiting to hear from the clinic to see when those reallocations will be done, prior to bringing it to the Planning Council for approval. Expecting to have it by November. • PC asked the Planning Council to be present for the meeting next month to vote on approval of reallocations, if necessary. • Did receive the carryover funds this week on Tuesday for Part A Formula. Will be with the reallocations next month. • Funds were allocated to the following service categories: <ul style="list-style-type: none"> ○ Emergency Financial Assistance ○ Food Bank ○ Medical Transportation Services ○ Mental Health ○ Referral for Health Care & Support Services ○ Substance Abuse • Part A Supplement is at 37.92%. The service providers know to use the Part A formula funds first so that we aren't penalized, afterwards, Supplemental funds will be used, so we should be stabilizing by the end of December 2022. • Part A MAI is much lower. There was one provider who requested to de-obligate some funds to other service provider, so those funds have been redistributed. Also, received carryover funds that will be distributed this month. • Unduplicated Client and Units of Service– have data through September, but expenditures are only through July because that's what's been paid in-house. 	Discussion only.
Executive Committee		
Co-Chairs – Wayne Wientjes and Santiago Serrato		
Business Item	Discussion / Motion	Planning Council Action
1. Reviewed Reports from Standing Committees	<ul style="list-style-type: none"> • See above. • Planning Council Support provided handouts included in the meeting packets. 	
2. COVID Community Spread update for Bexar County	<ul style="list-style-type: none"> • Community spread is low. 	

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PLANNING COUNCIL BUSINESS

Planning Council

Co-Chairs: Santiago Serrato and Wayne Wientjes

Business Item	Discussion / Motion	Planning Council Action
1. Review/discussion of Standing Committee Reports	See above.	Discussion only
2. Program Updates and Collaboration with Recipient's Office	See above.	Discussion only
3. Integrated Plan Progress Update	<ul style="list-style-type: none"> See Needs Assessment Report above. All energy and effort are being put into coming up with a good 5-year plan and in a way to engage the community in order to be successful between this year and 2026. 	Discussion only
4. Other	<ul style="list-style-type: none"> Wayne asked if the housing opportunities under Project BRAVE are only for 18–24-year-olds or if it is open to anyone. Leah responded that housing is open to anyone who meets the eligibility criteria. PC Support suggested that MNE Committee should partner with Project BRAVE to recruit some of their young mentors to be on Planning Council. Wayne is attending BRAVE's event on Tuesday. 	Discussion only

Parking Lot Action Items

#	Item	Assigned To	Date Assigned	Due Date	Status
1	Pursue Dedicated Phone Line for Planning Council	Sharron Harris	7/21/2022	ASAP	Pending
2	Pursue Hybrid Meeting Option for People's Caucus	Sharron Harris	7/21/2022	ASAP	Completed

Public Comment	No Public Comment
Announcements	PC Support reminded everyone of the Oral Health Standards of Care Review, Oct 25, 2022, presented by Mary Kay on October 25, 2022 at 10:00 a.m.
Schedule of Next Meeting	Nov 17, 2022, 12:30p
Adjournment	Santiago motioned to adjourn; Jace 2 nd the motion. Meeting adjourned at 1:38p. CST