

Comprehensive Planning Committee

MEETING SUMMARY

Friday, June 12, 2020 at 9:30AM

<https://www.gotomeet.me/UWGUC/cpcmeeting>
 (646) 749-3122 / Access Code: 618-076-485

Present	Excused Absences	Unexcused Absences
1. Ketlen Alsbrook 2. Juanita Howell (Secretary) 3. Elizabeth Kocot 4. Julissa Lituma 5. Joann McEniry (Chair) 6. Vieshia Morales 7. Sharon Postel (Non-Voting) 8. Ricardo Salcido 9. Al-Bayyinah Sloane 10. Calvin Toler	11. Janice Adams-Jarrells 12. Allison Delcalzo-Berens 13. Jennifer McGee-Avila (Non-Voting) 14. Patricia Moore 15. Debbie Morgan 16. Aliya Onque (Non-Voting)	

Guests: Karen Ehiri, Nahid Suleiman - NJ Department of Health

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome and Moment of Silence

McEniry called the meeting to order at 9:32am 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, those impacted by COVID-19 and for those suffering from social injustice occurring in the nation at this time.

2. Roll Call

Howell conducted the roll call. Quorum was established.

3. Public Testimony

There was no public testimony at this meeting.

4. Approval of the Meeting Summary from May 8, 2020

At the last meeting, the Committee approved the February meeting summary as presented.

The May 8th meeting summary was sent to the committee via email in advance for review. McEniry asked for a motion to approve the meeting summary. Salcido motioned to approve. Toler seconded. McEniry suggested a change to fix a type-0 (\$ for % sign) under section 9 New business on item "Discuss Core Service Waiver". The May meeting summary was approved with amendments. No abstentions or oppositions.

5. Standing Committee Updates

- **COC**– Support Staff provided the COC report. The last Continuum of Care Committee meeting was held on Thursday June 11, 2020. The following occurred at the meeting:

 - The COC reviewed the Medical Case Management Service Standard which was updated and reformatted in the newly approved format. The COC Committee is waiting for the Recipient review to finalize then introduce the document to the Council for review.
 - The Non-Medical Case Management was reviewed but need additional input from the Recipient. This will be finalized at the next meeting.
 - The Psychosocial Service Standard will also be reviewed at the next meeting.

The next COC meeting will be held on July 9, 2020 at 9:30AM via GoToMeeting

- **REC** - Support Staff provided the REC report. The last Research and Evaluation Committee meeting was held on Monday, May 18, 2020. The following occurred during the meeting:

 - The 2019 Funding Stream Analysis was reviewed, and feedback was provided for the 2020 Funding Stream Analysis.
 - The committee reviewed the Assessment of the Administrative Mechanism tool. Edits were recommended and the updated tool will be approved on Monday.
 - REC Members also reviewed the tool for case studies from the Recipient's office, which was approved without edits and will be sent to the Recipient.

The next REC meeting will be held on Monday, June 15, 2020 at 10AM via GoToMeeting.

- **CIA/CC** - Support Staff provided the CIA report. The last Consumer Involvement Activities Committee (CIA) meeting was held on Wednesday May 27, 2020. The following occurred during the meeting:

 - Support Staff provided an overview of the new covid-19 funding. Consumers were advised to reach out to their case managers to ask for additional information and services.
 - The 2020 Needs Assessment progress report was mentioned and the importance of consumer involvement
 - The Priority Setting and Resource Allocation was discussed as well as the importance of the CIA feedback for the process.
 - Consumers were asked questions regarding the impact COVID-19. The following was noted: :
 - An attendee noted that he got a rash on his hands after wearing latex gloves. Dr. O and other attendees advised him to follow up with his provider since the cause might be an allergic reaction.
 - Another attendee reported having odors in the building and could not transfer from Irvington into Newark. One of the providers at the meeting, Harvey mentioned that the Newark Housing Authority prioritizes Newark residents for housing funds. Harvey will help the attendee with this issue.
 - Consumers felt concerned about food prices going up which will likely continue to rise.
 - Questions on food stamps and stimulus check were addressed at the meeting and information was provided about these topics via email.
 - Some attendees mentioned that telehealth is easier and convenient, and others noted that they did not have the technology resources to access it.

The next CIA meeting will be held on June 24, 2020 at 5PM via GoToMeeting.

McEniry highlighted the need for consumers to have access to technology which was also part of the Priority Setting and Resource Allocation recommendation received from one of the committees.

6. Recipient Report

Alsbrook provided the Recipient's report as follows:

- The Recipient's Office is working to close out Fiscal Year 2019. All contracts were closed out. The anticipated balance is less than \$5,000.
- Despite the challenges of staff and department closures, the Recipient's office executed the FY'20 contracts. 29 contracts (83%) will be presented to the City Council for approval next week. The remaining subrecipient contracts will go before the council in early July.
- At the last PC meeting, the Recipient mentioned the CARES act funding which would help Ryan White programs prepare for reopening in response to COVID-19. There will be no RFP issued for these funds, but the Recipient will use the existing procurement process to move quickly into contracting. A notice of award was sent to subrecipients who requested the COVID-19 funds.
- For the COVID-19 funding request to HRSA, the following highlights were noted:
 - The COVID-19 pandemic had a devastating impact on the health and economic well-being, particularly in the Newark EMA. As of June 5th, there were 162,350 COVID-19 cases in the 5 counties in NEMA. These cases count as 26% of the state total and 31% of the deaths in NJ.
 - The disproportionate impact of HIV in the Cities of Newark, East Orange, and Irvington, where 84% of the county PLWH are also reflected by COVID-19 case where 60% of the cases are between these cities. It is not yet known what portion of the Ryan White population have contracted COVID-19 during this time but it is known that the RW community have experienced loss, particularly the loss of Deloris Dockrey who was a long-tern survivor, organizer, advocate and leader in our community
 - The Newark EMA allocated \$544,685 in funding for the COVID-19 response. The initial plan will allocate funding as follows
 - 35% to Outpatient/Ambulatory Health Services to prevent new cases and cover costs of additional staffing and/or equipment to implement telehealth services & supplies.
 - 21% to Emergency Financial Assistance to support PLWH who have been economically impacted by COVID-19 as a result of job loss, reduced work hours, inability to work due to infection or exposure resulting in self-isolation or quarantine
 - 21% to Medical Case Management and Non-Medical Case Management to increase the growing demand for services, care coordination and access to PPEs.
 - The remaining funds will be allocated to Outpatient Substance Abuse, Mental Health, Food Bank/Home Delivered Meals with 5%, Transportation with 2% and Other Professional Services with 2% and an additional 8% will be used by the Recipient to purchase supplies that support proper respiratory etiquette for employees, vendors and customers. The Recipient will purchase PPE kits that include sanitizers, gloves, disinfectants as well as signage to promote social distancing.
 - All subrecipients will be required to submit a COVID-19 report which has two sections: 1) Organization Level Activities - services being provided by the subrecipients using telehealth, and 2) Client Utilization And Service Utilization – for COVID-19 testing of Ryan White clients who were Covid-19 positive during the reporting period and the total number of clients who received supportive services during that time as well. This report is due by Monday June 15th. The program monitors are working closely with all subrecipients to submit the report on time.
- As the City's opening is approaching, the Recipient has been in communication with the state and Hudson County to resume the Ending the HIV Epidemic meetings and planning. The EHE Coordinator was hired and will be begin on June 29th. Subrecipients have until June 16th to submit their reports for the EHE contracts.

On behalf of the CIA, Support Staff asked if the funds for PPE will be available now or for the future. The Recipient stated that this fund is for agencies to have a supply of preventive equipment on site that could be available to clients. The Financial Emergency Assistant will provide aid for those who are in risk of homelessness and have challenges paying their utility bills so that people remain stable in their current housing. McEniry suggested that consumers reach out to their medical case manager to find out if their agencies cover those costs and if not to ask their case manager to connect them with someone else who can assist.

Salcido asked to provide a list of agencies that receive Ryan White funds for Emergency Financial Assistance for those who are seeking the service. Support Staff mentioned that there is a list of agencies and the services they provide in the NEMA website. The Recipient will send the updated list and will be posted on the NEMA website and this information will be available to consumers.

7. New Jersey HIV Planning Group (NJHPG) Report (N/A)

The NJ HIV Planning Group did not meet last month.

8. Old Business

- ***Priority Setting and Resource Allocation principles, criteria, and decision-making process –***

This document was sent via email prior to meeting and was also shared during the meeting for members to review it. Based on all guiding documents sent by the Recipient, Consultant and CPC Chair, Support Staff prepared a PSRA guidance document for the committee's review.

McEniry also reminded the committee about the extensive conversation at last meeting regarding the PSRA Process including what should guide the decision making. The CPC reviewed the principles, criteria and decision-making process and will continue to revisit this document to make sure the CPC performs and reviews all the information needed to best provide recommendations for the Priority Setting and Resource allocation.

- ***Review other Committee recommendations regarding the Priority Setting/Resource Allocation process and service improvements for FY'2021 –***

McEniry mentioned that need for consumers to have access to technology reported at the CIA report falls in line with the Priority Setting and Resource Allocation recommendation received from one of the committees. The recommendation sent via email was shared with the committee.

9. New Business

- ***Review of Planning Council Primer –*** The Priority Setting and Resource Allocation portion -page 21- of the Planning Council Primer was also reviewed. The considerations for the Priority Setting and Resource Allocation were mentioned including documents and information that the committee needs to review to guide the process such as the Needs Assessment, service and client utilization data, consumer feedback, and funding stream analysis. McEniry recommended all members to read 21 -22 to have a better understanding on the Priority Setting and Resource Allocation Process as well as page 23 for a better understanding of the Comprehensive Integrated Planning.

In line with this discussion and based on the conversation at last month's meeting, McEniry shared a document used by the Morris Essex Warren Advisory Committee to make recommendations and justifications for the Planning Council on percentages. This document will be used as an internal document to record the justification on changing the percentages. The service categories will be

included in ranking order for the Newark EMA with the percentages as well as a blurb on the reason/justification for the increase or decrease in each service category.

The Committee takes recommendations and key considerations from all presentations which will be used for the Priority Setting and Resource Allocation report. The key considerations document was shared with the committee and will be updated with the key consideration taken from today's presentations.

- **Review of AIDS Drug Distribution Program (ADDP) Presentation by Nahid Suleiman, NJ DOH**
–Suleiman provided the changes happening in the ADDP program in response to COVID-19. The following was mentioned:
 - To mitigate the outcome of the pandemic, clients could be prescribed 3 months (90 days) worth of medication during the pandemic.
 - The recertification and annual renewal of services can be done remotely. Unfortunately, the Ryan White population does not have technology to access these documents remotely, but case managers can help speed up the process.
 - New ADDP applications can be submitted via email to njtx@dhs.nj.gov.

A discussion following with the following highlights:

- The ADDP program provides leniency with the application submission during Covid-19
- Consumers are having difficulties to access technology based on ADDP experience, which shows the use of the technology as a barrier. Of technology use
- Case Manager is a key role to help break down this barrier

During and Pre-Covid, the average wait time for ADDP application ranges from 4 to 5 days even with delays and excluding expedited applications which are completed within 8 hours. However, the application can have delays if the paperwork is not completed accurately or if the information needed is not submitted on time.

- **Quality Management and Retention in Care and Early Identification of Individuals with HIV/AIDS (EIIHA) Initiative Presentations by Karen Ehiri, Recipient's Office** – The following was shared:
 - The CPC received a presentation from the Recipient based on the latest EIIHA updates from the CHAMP Client Level Database, In-depth Chart Reviews, Technical Assistance and Training Of Physicians Medical Providers and Medical Case Managers Standards of Care and The Continuous Quality Improvement.
 - The latest data showed an increase in prescribed ARV, PCP Prophylaxis, Viral Load Suppression, Oral Health, Durable Viral Suppression (1-year), Durable Viral Suppression (2-years), and Linkage to Care and a decrease in Gap of Medical Visits, Cervical Cancer (Pap), MCM Care Plan, MCMC Gap in Medical Visits, and Late HIV Diagnosis. The NEMA goals were not met for Gap in Medical Visits, PCP Prophylaxis, Viral Load Suppression, Oral Health and Cervical Cancer (Pap), MCM Care Plan, MCM Gap in Medical Visits, Durable Viral Suppression (1-year), Durable Viral Suppression (2-years) and Late HIV Diagnosis and met for Prescribed ARV and Linkage to Care.
 - When comparing Chart Reviews vs CHAMP Performance. The CHAMP Performance showed a higher percentage of ARV, Viral Load Suppression, PCP Prophylaxis (not an H4C Measure),

Viral Load Monitoring, TB Screening, Hepatitis B Screening, Risk Reduction. However, having a higher percentage in CHAMP Data is a good indication that people are entering data correctly, which was an issue in the past.

The Recipient added that given the impact on the pandemic and the agencies' hours of operation, there might be an increase in Gap in Medical Visits. In addition, new service subtypes were incorporated to allow agencies to report on telehealth services that might be provided.

Committee members also recommended that the number of clients assigned per medical case manager be considered as a factor in outcomes since Medical Case Manager in some agencies might have a higher case load than others.

- **Review funding Allocation Guidance from HRSA narrative portion of PSRA report** – McEniry asked committee members to read the Newark EMA funding Allocation Guidance and to provide any input via email to Support Staff. McEniry also asked for a motion to table this item until the next meeting. Toler motioned to approve. Howell seconded. No abstentions or oppositions.
- **Interim Needs Assessment Report Presentation by Sharon Postel, PC Consultant** – Support Staff sent the Interim Needs Assessment Report to the CPC. Postel reminded the committee that today's Needs Assessment Reports is based on what agencies reported as barriers to care, as well as issues related to housing and viral load suppression. McEniry asked for a motion to table this item for next month. Howell motioned to approve. Toler seconded. There were no abstention or opposition.

10. Announcements

- McEniry reinstated the importance of attendance for the next CPC meeting. All were encouraged to attend.
- Salcido mentioned that on June 22 (National Testing Day) there will be 70 COVID-19 testing kits at the Salvation Army in Montclair from 10AM to 2PM. Free HIV testing will also be provided. This is a free event open for the public, but registration is required. There are no residency limitations.

11. Next Meeting

The next CPC meeting will be held on Friday, July 10, 2020 at 9:30AM via GoToMeeting.

12. Adjournment

McEniry asked for a motion to adjourn the meeting. Howell motioned to adjourn. Salcido seconded the motion. No oppositions or abstentions. The meeting was adjourned at 11:52 PM.