



**Research & Evaluation Committee
MEETING SUMMARY**

Monday, August 21, 2023, from 10:00 AM to 11:04 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. Corey DeStefano (Vice-Chair) 5. Debbie Mohammed	6. Warren Poole 7. Natalie Muhammad

Guests: Denise Brown, Ashley Bramble, Liselle Lewis
PC Support Staff: Roberto Benoit, Carla-Ann Alexander, and Destiny Smith

- 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. A quorum was not established.
- 3. Public Testimony**
 - There were no public testimonies.
- 4. Approval of the Meeting Summaries from July 17th**
 - The meeting summary from July 17, 2023, was tabled until next month’s meeting due to quorum not being established.
- 5. Updates from other Committees**
Continuum of Care (COC) Alexander, Support Staff gave the updates.
 - The committee last met on August 10,2023.
 - The committee reviewed updates on the 2022-20226 Integrated HIV Prevention and Care Plan
 - Reviewed the Residential Substance Use Service Standard
 - Reviewed/updated the Substance Use Outpatient Care Service Standard and will be submitting it to PC for 30-day review.
 - The next COC meeting will be held on Thursday, September 14, 2023, at 10AM via Zoom.

Comprehensive Planning Committee (CPC) – Alexander gave the update.

- The CPC last met on July 14, 2023.
- The CPC did not meet this month their meeting was canceled.
- The next CPC meeting will be held on Friday, September 8, 2023, at 9:30 am via Zoom.

Community Involvement Activities Committee (CIA) Alexander gave the update.

- The CIA last met on July 26, 2023.
- Postel gave an update on the FY 23 Needs Assessment
- The next CIA meeting will be held on Wednesday, August 23, 2023.

6. Old Business

● **Update on Needs Assessment**

- Postel reported to the committee that she is still updating the data based on ease of completion. As to date, she has completed Question #7, which looks at access to care following HIV diagnosis; what the agency's hours of operation are; how long does it take to get an appointment scheduled after diagnosis; etc.
- Some agencies have responded with range of 1-7 days, which makes it difficult to find an average, but Postel has created a table to highlight the agency's responses. Postel is also looking to see if barriers within hospital clinics and their process in linking undocumented individuals to care.
- Within linkage to care, regarding documentation, agencies must have written CHAMP data entry protocols on entry of HIV testing date and the first medical visit, to ensure quick fixes on any errors. But some agencies are not following through on those protocols.
- Postel recommends that Ryan White provides training to subrecipients regarding the definition of linkage to care. Some agencies may get the idea that linkage to care is simply seeing a physician, but Postel stresses the importance of the median time between HIV diagnosis and medical visit must be between 61-90 days.
- Currently, we are meeting the old 3-month target, but not the 1 month target.
- Our current average shows agencies have linked individuals to care at 4.5-6 months due to outliers in the data who haven't been to care until 6-12 months.
- Access to medical care regarding agency's hours of operation is really good. 16 agencies responded, letting us know that their hours consist of extensive options during the week and on weekends.
- Postel's overall recommendations are to continue to track linkage to care performance measures especially for those who haven't been linked within 30-days and follow those individuals on a case-by-case basis to determine how to best address the issue.
- Postel mentions 1 in 5, about 19% individuals being tested. Postel warns about not possibly being able to reach the 95% mark due to a fluid population of individuals seeking care within the EMA, including those who are undocumented.

- Postel also recommended that we share a list of our resources and providers throughout the state to accommodate for certain regions that may not have as much access or availability of resources to accommodate their consumers.
- **Update on Assessment of Administrative Mechanism**
 - The PC Support Staff sent the Administrative Mechanism Survey to the recipient's office, Roman gave the Support Staff notice that the office has completed the survey. The recipient's office is currently looking over the document and making minor corrections. The committee should be expecting this report to be completed within the next few of days.
- **Review the Resource Directory**
 - As per the 2022-2026 Integrated Health Plan deliverables, Support staff has been working on developing a resource directory that contains information on CDC and NJDOH funded testing sites within the Newark EMA.
 - To date, support staff have been able to draft up a list of agencies containing funded testing sites within Essex and Union County. Morris, Sussex, and Warren counties are still in development. Support staff also agreed to include sites that also contain HIV treatment. All this information was compiled through the Target HIV website and NJDOH funded sites were provided by the recipient's office.
 - The listing provided by the recipient's office highlighted NJDOH funded testing sites within the EMA. The listing provided detailed information on the agencies. Highlighting hours of operation , methods of contact, and whether or not these sites provide the following: HIV testing, if they have any certified testers, If they have a mobile unit, if their mobile unit conducts testing; if there's any outreach; do they do linkage to care within 30 days; Do they also use the status neutral approach; if not, are they in need of technical assistance for using the status neutral approach, etc.
 - Support staff will be sending copies of the draft and final documents to the committee for review.

7. New Business

- **Continue Monitoring the 2022-2026 Integrated Plan, then send it to CPC for feedback.**
 - The committee previously reviewed Progress Report #2 in their last meeting.
 - Postel noted that work to be completed regarding the 22-26 IHP includes:
 - Pillar #1 Diagnoses
 - Goal 1.1C- Report of NJDOH and CDC Resource Inventory.
 - Pillar #3 Prevent
 - Goal 3.2- Promote access to PrEP for HIV Prevention
 - Goal 3-2A- Baseline report of PrEP providers.
 - Postel gave the suggestion of updating the list on a semi-yearly basis and including the listing and other resources on the NEMA website.
 - Postel also mentioned resources within Ready, Set, PrEP, and resources for additional funding by CDC to provide PrEP to providers.
 - These deliverables are to be completed by the PC Support Staff and reviewed by the committee and also sent to the CPC for feedback.

- **National HIV/AIDS Strategy 2022-2025**
 - The committee reviewed the National HIV/AIDS Strategy 2022-2026 Goals, Objectives, Methods, and Implementation.
 - The committee compared how the HIV/AIDS Strategy compared with the 2022-2026 Integrated Health Plan Goals/objectives.
- **Review/Update Calendar/Work Plan FY 2023-2024**
 - The committee reviewed and updated the FY 2023-2024 Work Plan
 - Update on the FY 2023 Administrative Mechanism and FY 2023 Needs Assessment were added to the month of September.
 - Bagchi mentioned the Epi Profile and when the committee will be discussing the findings. Postel had mentioned that she reached out to the DOH, who stated that they would provide the data as soon as possible.
 - Once Postel receives this information, she will start inputting information into the Epi Profile, and will present it to the committee.

8. Administrative Issues

- There were no administrative issues.

9. Announcements

- Support staff will be working closely with the recipient's office to conduct renewals/new appointments. Once a time and date has been established, Support Staff will be notifying members of the PC to organize Oath signatures and schedule a date for the Oath Ceremony.

10. Next Meeting

- The next REC meeting will be held on September 18, 2023, at 10AM via Zoom.

11. Adjournment

The meeting was adjourned at 11:00 AM.