



**Comprehensive Planning Committee
MEETING SUMMARY**

Friday, May 10, 2024, from 9:30 AM to 10:49 AM

Videoconference via Zoom: <https://us06web.zoom.us/j/85035019580>

Teleconference: (929) 205-6099 / Meeting ID: 850 3501 9580

Present	Excused Absences	Unexcused Absences
1. Ricardo Salcido (Chair) 2. Claudia Ortiz 3. Al-Bayyinah Sloane 4. Ann Rose Jacquet 5. Joann McEniry (Non-Voting) 6. Aliya Roman (Non-Voting) 7. Michelle Thompson (Non-Voting) 8. Sharon Postel (Non-Voting)	9. Janice Adams-Jarrells 10. Viesha Morales (Secretary)	11. Delia King

Guests: Ashley Bramble, Ashanti Simpson-Little, Chevonne Cato, Lemual Boyd-Wallace, Liselle Lewis

Support Staff: Roberto Benoit, Richell Garcia

1. Welcome and Moment of Silence

Salcido called the meeting to order at 9:33 AM and welcomed all in attendance. A moment of silence was observed for all those living with, those who have passed from, and those affected by HIV/AIDS.

2. Roll Call

The support staff conducted the roll call. Quorum was established.

3. Public Testimony

There were no public testimonies.

4. Approval of the Meeting Summary from April 12th, 2024.

The meeting summary from April 12th was sent out electronically and was motioned to be approved by the committee. Salcido mentioned that some individuals under unexcused absences are no longer a part of the committee and must therefore be removed from the list. In addition, there needs to be a revision made to the date of the meeting summary as well as revisions to McEniry attendance. She was present in April's meeting. Salcido called for a motion to accept the meeting summary as amended. Jacquet made the motion. Sloane seconded the motion. The motion was advanced. All were in favor, no objections. The April 12th meeting summary was successfully passed.

5. Standing Committee Updates

- Continuum of Care Committee (COC) – Viesha Morales provided the report.
 - The committee last met on Thursday, May 9, 2024, at 10 AM via Zoom.
 - The committee monitored the 2022-2026 HIV Prevention and Care Plan
 - The committee reviewed and approved the medical transportation service standard for 30-day review to the planning council.
 - The committee received a presentation from Janice Adams Jarrells, a community member who uses RWU services. She talked about her issues living with HIV & Aging.
 - The next COC meeting will be held on Friday, June 13, 2024, at 10AM via Zoom.
- **Research and Evaluation Committee (REC) – Support Staff provided the update.**
 - The committee last met on Monday, April 15, 2024, at 10 AM via Zoom.
 - During this meeting the committee reviewed the Tools & Methods for Admin Mech. This year is a full Admin Mechanism/ Agencies have a deadline of May 30 to complete the survey but the recipient has a deadline of July.
 - The Needs Assessment survey was submitted to the agencies with a due date of April 26, 2024.
 - Postel reported the finding of the 2022-2026 HIV Prevention and care plan.
 - The committee reviewed the Funding Streamed Analysis Report.
 - The next REC meeting will be held on Monday, May 20, 2024, at 10AM via Zoom.
- **Consumer Involvement Activities Committee (CIA) – Support Staff provided the update.**
 - The committee last met on Wednesday, March 27, 2024, at 5PM via Zoom.
 - The April CIA meeting was cancelled due to the chair having an emergency
 - The next CIA meeting will be held on Wednesday, May 22, 2024, at 5 PM via Zoom.
- **Nominations committee (NC) – Support Staff provided the update.**
 - The Nominations committee meetings were tabled until an oath ceremony date was established. The NEMA Planning Council oath ceremony was conducted on May 3, 2024.
 - Nominations committee meetings are scheduled to begin again to select a consumer that will be attending the Ryan White conference.
 - The next nominations committee meeting is scheduled for Friday, May 17, 2024.

6. Recipient Report – Aliya Roman provided the update.

- Roman announced that the Ryan White Part A program recipient office is waiting for the full award for FY24. Roman mentioned that this has been the longest that the RWU waited for the full award Part A and EHE program. This is important because the partial funding is nearing its end. Therefore, the RWU were unable to make full allocations for new set recipients that applied with the round of the second round of the RFP that went out because we don't have the funding to support those allocations just yet.
- For FY 24, the sub recipients have been finalized-- 31 Subrecipients and 4 vendors. Additionally, the RWU reports that La Casa rescinded their award for FY 24. They won't be providing services under Ryan White. The agency decided that they would like to go more into mental health programming.
- The EIRCS committee met on April 22. They received their regular agenda and received an updated report similar to the IHAP reports. Additionally, Roman reported that the committee received the first quarter of clients unlinked to care within 30 days. So, the committee will be assessing 14 out of 55 clients in June.
- The CQM Committee is scheduled to meet on May 29th.

- Updates surrounding the cluster detection response team will be provided by Lewis and Salcido.
- The FY 2024 NEMA Oath Ceremony was conducted on May 3, 2024. Everyone was in attendance but three individuals. The RWU will circle back and arrange a new ceremony to fill that gap. And the certificates will be available for pickup any time after today. RWU requires further guidance from support staff on whether the certificates should be picked up or mailed out to the recipients.
- Lastly, the recipient's office reports that they're nearing the end of the closeout for FY 24. They notified the committee that they will be reporting that later on to the council towards the end of this month or next month's meeting.

7. Old Business

- Updates on the Cluster Detection Response Team.
 - Lewis provided the update on the cluster detection response team. She reports that the team is in the process of drafting an MOU to present at the EHE conference for the cluster detection response. The committee held a meeting this week with the Assistant Commissioner for the state regarding the steps that they'd like the CDR team to participate in. Once it's been finalized Lewis will report back with more information.
 - **PRESENTATION:** Quality Management Presentation (HIV Care Continuum (H4C) Update by Ashely Bramble).
 - Bramble presented the FY 2023 Quality Management update for Part A and EHE.
 - Highlights:
 - NEMA represents 35.6% of the state's 37,776 PLWHA (13,443 PLWHA)
 - 64% (9,119) reside in Essex County; non-VLS of Essex County included 182 individuals, which make up cohort 4 of VLS measures.
 - Newark remains the epicenter of NJ's epidemic and home to 14% (5,292) PLWHA
 - 21% (3,041) reside in Union County
 - 15% (1,283) reside in the Tri-County region. Morris (210), Sussex (210) and Warren (206)
 - Ryan White Part A & MAI programming has served 6,671 unduplicated clients
 - The EHE Program has served 1,339 clients
 - Total NEMA population is 2,187,453.
 - NEMA is 25% of the state's population but accounts for 35% of the state's HIV epidemic.
 - Key Findings of CY23 (January 1st, 2023 – December 31st, 2023)
 - MSM = ¼ (26%) of RWHAP clients
 - Black/African Americans = 2/3 of clients (36% men / 28% women)
 - Youth (mostly between the ages 19-24) = 3%
 - Nearly 1 in 6 are between the ages 25-34
 - Nearly half of our clients are very low income (receiving Medicaid with incomes <139% of the Federal Poverty Level)

- Nearly 1 in 5 (19%) are uninsured, possibly low income, and need RWHAP-funded services (emphasis on medical care)
- Both programs saw a 4% increase in clients within the FY; data reveals that on average we've seen 500-600 new clients who have not received RW care services before and around the same number leaving NEMA at end of year.
- Similar to performance results for FY 22, the EMA has seen improvements in 3 performance outcomes; ARV, Durable VLS 1-year, and 2-year.
- According to the Five-year trendline, some measures remained consistent in the past five years, but fluctuations were found in linkage to care, retention to care, and the MCM care plans. All these measures are within passing range, but more work will be conducted this year to continue to improve the measures.
- QM team completed two big projects in FY 23, Linkage to care within 30 days and MCM Care Plan. A few of the barriers that were mentioned in linking clients to care within 30 days, include Data entry issues, referral delays, client-based issues/Loss to care, Late linkage, client diagnosis outside of the US; and an influx of undocumented clients. Next steps: using linkage to care report through the EIRCS committee to monitor areas of improvement and consistent technical assistance on data software (CHAMP).
- Barriers mentioned in completing MCM Care Plans include New Staff/ Staffing Turnover; CHAMP Training Needs; High Case Loads; Time consuming; Billable vs Unbillable Units. Next steps include ongoing monitoring, outcome exception reports, inclusion of the RW Program managers, and bi-monthly EIRCs meetings.
- 12 OAHS and 5 Support service providers completed agency specific projects in 2023. Most notable improvements were found in Retention (increased 7.16%) and MCM Care Plan from FY2022 to FY2023
- The QM also engaged in ongoing project for Cohort 4 (Non-VLS of Essex County) to improve retention to care and viral load suppression within the cohort. Out of 182 clients, 50% have received viral load suppression and 36.8% received a medical visit within the last year. One of the interventions implemented by the QM team was the development of the Cohort Guidance worksheet. This worksheet allows agencies to outline the exact needs of clients, barriers they've faced, and inquire if they need additional services (e.g. in-home services). Some barriers faced by clients include having too many appointments to keep track of; inability to find stable housing; no insurance; language barriers; and transportation. For FY 24, the QM team will continue requesting Cohort Guidance worksheets and discussing the responses and barriers within the EIRC's meeting. The QM team will continue to monitor trends, assess the barriers, and report best practices.

- Postel commented on the presentation, providing insight on additional questions that can be monitored in the future. Postel noted that the QM team should investigate what prevents clients from taking their medications every day. This question would assist in addressing the barriers associated with individuals who are not virally suppressed and would aid in improving these measures.

8. New Business .

- **PRESENTATION**: One- year Presentation of 2023 CIA consumer feedback
 - The support staff presented the FY 2023 Consumer feedback presentation. This presentation highlighted all the events conducted within the CIA committee in 2023 and the county representation within each meeting.
 - McEniry discussed ways in which the PC can continue garner support within the tri-county. Many of the current consumers involved are from Essex and Union County. McEniry suggested reaching out to agencies and sending out fliers to those within the Morris, Sussex, and Warren region to encourage involvement within the CIA committee. Their involvement would provide for more robust conversations surrounding client needs and accurate representation within the EMA.
 - Ortiz raised an additional concern surrounding barriers in attending in-person meetings. Some clients may not have access to the meeting invitation or may have technical difficulties in logging on. All of this can also prove to be an issue in allowing for Consumer involvement within the planning council.
 - The RWU also requested that PC support staff provide them with advertisements for the CIA committee to get more consumers involved in the upcoming PSRA process. These flyers will be sent to various agencies within the EMA to garner more involvement. Support staff agreed to send these flyers by the end of the week.
- **PRESENTATION**: Report on the FY 24 Needs Assessment Update - Update by Sharon Postel.
 - Postel provided a brief overview of the purpose surrounding the 2024 Needs Assessment: This year's assessment had two questions; (1) What are needs of Undocumented individuals who receive RW services and (2) What are the needs of newly diagnosed individuals. Receiving Ryan White services.
 - The Methodology in which this question was to be answered was by first conducting a demographic profile of both cohorts and then administering surveys to NEMA agencies on the needs of these two populations. Both surveys were approved by REC.
 - The EMA noticed an increase in undocumented individuals. The number of undocumented individuals receiving RW care increased from 739 individuals to 962 in 2023, accounting for an increase in 30% . In contrast, there was an increase of 258 total RW clients in 2023 or 4%.

- Of those Ryan White Clients, 86% of those individuals were undocumented individuals.
- With respect to newly diagnosed individuals, there was a total of 218 at the end of calendar year 2023, which was a 31% increase from 2022. About half of those newly diagnosed were undocumented.
- Postel additionally mentioned that a number of clients outside of the EMA are coming in for services within the EMA. These individuals may come from other states like Pennsylvania or New York. There are also a few individuals who came for other countries.
- Regarding the survey completion: As of May 3, we only received 14 surveys of 32 agencies funded for the undocumented survey and 17 for newly diagnosed. RWU sent email to all agencies that did not respond. As of today, only 18 individuals responded for undocumented and 21 for newly diagnosed. 14 surveys still need to be completed.
- Postel is also awaiting input of the results received from the support staff. Once that has been completed Postel will be able to provide more information on the data. Support staff noted that all survey monkey data for Newly Diagnosed individuals has been inputted into survey monkey. Those undocumented still need to be input into excel for tabulation. This will be completed by Support staff by the end of the week.
- Salcido posed a question surrounding the newly diagnosed and undocumented individuals. He is under the impression that those coming into the state from other countries, have already been engaged to care in their country of origin. He wonders if those who are newly diagnosed are identified by us or are they individuals being reengaged into care that are undocumented
- Postel noted that they are identified by us based on HIV test date. If the individuals were tested within the past twelve months, they are considered Newly diagnosed. If they were tested after a year, that would be considered re-engaged to care. These individuals may be considered new to care within the CHAMPs system because they have not been seen by the NEMA agencies before.
- Salcido mentioned that undocumented individuals coming in may not have the necessary documentation to highlight their HIV test date. Though the client may not have documentation, Postel notes that whatever the client reports as the original test date, is what will be considered as the date of diagnosis. In spite of this, Jacquet reports that everyone who is undocumented and coming into the country must be tested regardless of date of diagnosis.
- Jacquet reports that everyone newly
- within the 6 month range they would be considered a new client, not newly diagnosed. This is all based on HIV test date.

9. Announcements

- Thompson reports that AETC hosted a resource development day on May 7, 2024. This was a successful event, with 80% of attendees being from the EMA. Presentations were conducted by representatives from ADAP, HOPWA, and a rep who hosted an end-of-life discussion.
- Lewis reminded the committee about the EHE conference being held on Thursday May 23 at St. Peter's University. Thompson mentioned that the conference is nearing capacity and individuals who would like to register should complete registration as soon as possible.
- Thompson mentioned the HIV clinical update conference taking place on June 14, 2024, which may prove to be a conflict for some individuals for next month's CPC meeting.

10. Next Meeting

The next CPC meeting will be held on Friday, June 14, 2024, at 9:30 AM via Zoom.

11. Adjournment

Salcido called for a motion to adjourn. Ortiz made a motion to adjourn the meeting, Jacquet seconded the motion. The motion was successfully moved. All were in favor, no objections, no abstention, The meeting was successfully adjourned at 10:49 AM.