

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING & DEVELOPMENT COMMITTEE (P&D)**

AND

QUALITY MANAGEMENT TEAM (QM)

JANUARY 11, 2018 - MEETING MINUTES

Location: Christopher Hope Building, 60 Temple St., Paterson, NJ

AGENDA ITEM	DESCRIPTION	
Welcome	K. Walker called the meeting to order at 9:40 a.m. and welcomed all and asked attendees to introduce themselves.	
Moment of Silence	Moment of Silence was observed for those affected by HIV.	
Attendance	Present	Absent
	<ol style="list-style-type: none"> 1. K.Walker* 2. K.Daniels* 3. Y. Guillen 4. T. Smith* 5. R. Folger 6. A. Munoz* 7. W.Cesa* 8. B. Roman 9. A. Blakney 10. J.Guzman 11. M. Anderson* 12. G. Kelly* 13. P. Cuffe* 14. P. Moschella* 15. K. Thirukandalau 16. N. Kubisky* 17. E. Elizondo* 	<p><u>Recipient</u> Unable to attend</p> <p><u>Support Staff</u> 18. J.Daniel 19. S. Gonzalez</p> <p><i>*P&D Committee Member</i></p>
Workgroup for Service Standards	<ul style="list-style-type: none"> • This is an informal workgroup for the purposes of having a high-level overview of Service Standards. • The timeline is to have Planning & Development approve these Service Standards in February. • Presentation by J.Daniel of Collaborative Research: What You Need to Know About Service Standards (A copy of this presentation is available upon request.) <ul style="list-style-type: none"> ▪ What Are They ▪ What Should Be Addressed ▪ How Are They Developed ▪ Why Are Service Standards Important ▪ How Are They Used 	

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<p>Workgroup for Service Standards (continued)</p>	<p><u>Notes</u></p> <ul style="list-style-type: none"> • Each service category has a Service Standard. • Service Standards dictate what may funded in each service category and establishes a “minimal level of service.” • The main purpose of Service Standards is to track if consumers are being served properly according to what is defined in each Service Standard. • HRSA provides the following for each Service Standard: definition and objective; client intake and eligibility; personnel qualifications; care and quality improvement outcome goals; service standards-measures-goals; client rights and responsibilities; client records-privacy-confidentiality; cultural and linguistic competency; client grievance process; case closure protocol. • The Client Intake and Eligibility is to be done every 6 months for all service categories. • The same goes for Ryan White Part A, Part B, Part C, etc... • Going forward, the Service Standards could be converted to a trending document. <p>Today, we reviewed 3 Service Standards, equivalent to 48% of the TGA’s funding. Completed:</p> <ul style="list-style-type: none"> • Outpatient Ambulatory Health Services (OAHS) • Medical Case Management (MCM) Services <ul style="list-style-type: none"> ▪ 6-month redetermination is mandatory • Non-Medical Case Management (NMCM) Services <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Action Steps</th> <th style="text-align: center; padding: 5px;">Who</th> <th style="text-align: center; padding: 5px;">Status</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Review Service Standard for Oral Health at February meeting. </td> <td style="text-align: center; padding: 5px;">P&D</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Begin Service Standards for “Support” categories </td> <td style="text-align: center; padding: 5px;">P&D</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	Action Steps	Who	Status	<ul style="list-style-type: none"> • Review Service Standard for Oral Health at February meeting. 	P&D		<ul style="list-style-type: none"> • Begin Service Standards for “Support” categories 	P&D	
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<p>Adjournment</p>	<p>The meeting adjourned at 11:30 a.m. Next Meeting: Thursday, February 8, 2017 Christopher Hope Building, 60 Temple Street, Paterson, NJ - Start Time: 9:30am BUDGET REVIEW: For committee chair and vice-chair at 9:00 a.m.</p>									