

# Research & Evaluation Committee

## MEETING SUMMARY

Monday, April 20, 2020, 10AM-12PM  
Virtual Meeting

PRESENT	EXCUSED	UNEXCUSED
1. Ann Bagchi, Ph.D. (Chair)	7. Natalie Brown	11. Karen Ehiri (Non-Voting)
2. Summer Brown (Secretary)	8. Patricia Moore	12. Travis Love
3. Corey DeStefano (Vice-Chair)	9. Kasny Damas	
4. Debbie Mohammed	10. Warren Poole	
5. Sharon Postel (Consultant Non-Voting)		
6. Providencia Rodriguez		

**Guests:** N/A

**PC Support Staff:** Vicky Saguy

**1. Welcome and Moment of Silence**

Dr. Bagchi called this meeting to order at 10:05AM. A moment of silence was observed for all those living with, those who are affected by and those who have passed from HIV/AIDS, as well as for those affected by Covid-19.

**2. Roll Call**

Brown conducted the roll call. Quorum was established later during the meeting. After reviewing the committee’s attendance, support staff realized that quorum was not established and voting would need to happen at the next meeting.

**3. Public Testimony**

There was no public testimony at this meeting.

**4. Review Action Steps**

<u>Action Steps</u>	<u>Responsible Party</u>
1. Conduct Focus Group at CIA meeting	Postel
2. Develop Key Informant Interview Questions	Postel
3. Ryan White Consumer Survey Results	Support Staff

The focus group was conducted by Onque in February. Postel developed the key informant interview questions. Lastly, the Ryan White Consumer survey was completed by consumers at the February CIA meeting.

**5. Approval of the Meeting Summaries from February 26, 2020**

The January meeting summary was approved last month as presented.

The February 26<sup>th</sup> meeting summary was reviewed. Dr. Bagchi asked for a motion to approve the meeting summary as presented. Summer Brown-Muhammad motioned to approve. Providencia Rodriguez seconded the motion. Debbie Mohammed abstained. There were no oppositions. After reviewing the committee's attendance, support staff realized that quorum was not established and voting would need to happen at the next meeting.

## 6. Updates from other Committees

- **COC** – Support Staff provided the COC report. The last Continuum of Care Committee meeting was held on Thursday, April 9, 2020. The following occurred at the meeting:
  - The committee discussed the process to reformat the NEMA service standards by collaborating between members and using online collaboration tools.
  - The committee finalized the review of the COC Operating Policies and Procedures. Members agreed that committee members will be able to have alternates to maintain attendance, but alternates do not have voting rights.

The next COC meeting will be held on May 14, 2020. This meeting will be held virtually, and the information will be sent to participants. All are encouraged to attend.

- **CPC** – Support Staff provided the CPC report. The last Comprehensive Planning Committee did not hold meetings in March or April. The Priority Setting and Resource Allocation Process will start at the next meeting on May 8, 2020. This meeting will be held virtually, and the information will be sent in advance to participants. All are encouraged to attend.
- **CIA/CC** – Support Staff provided the CIA report. The Community Involvement Activities Committee did not hold a meeting in March. There will be a social meeting on April to assess the needs of the community and provide consumers with resources. The next CIA will be held on April 22, 2020 at 5:00PM via GoToMeeting. All are encouraged to attend.

## 7. Old Business

- **Finalize and Approve REC Workplan**  
Dr. Bagchi thanked Support Staff for updating the REC Workplan and asked REC members for a motion to approve the REC Workplan. Summer Brown-Muhammad motioned to approve the Workplan. Corey DeStefano seconded the motion. The REC Workplan was approved. None opposed or abstained. After reviewing the committee's attendance, support staff realized that quorum was not established, and voting would need to happen at the next meeting.
- **Needs Assessment Progress Report.** Sharon Postel provided the progress report. The survey was completed and sent out on April 3<sup>rd</sup> to all NEMA agencies. As of Friday, 10 responses out of the 30 agencies were received. The deadline was extended until April 23<sup>rd</sup>.

## 8. New Business

- **Review the 2019 Funding Stream Analysis**  
Support Staff asked committee members to review the 2019 Funding Stream Analysis and provide any input on any information to be added to the 2020 Funding Stream Analysis. Dr. Bagchi asked members to review the document and provide any input to Support Staff via email.

- 2020 Assessment of Administrative Mechanism Update  
The Committee reviewed the 2019 Assessment of the Administrative Mechanism (AAM) Recipient Tool, which was revised and edited for 2020. The tool with comments will be edited and finalized by Consultant based on today's REC feedback.
- 2017-2021 Integrated HIV Prevention and Care Plan  
Review and amend, if necessary, the tools/templates for case studies - Support Staff stated that the 2020 update of the Integrated Plan requested that the REC review CHAMP data to identify populations not meeting the EMA goals. In conversations via email, the Recipient recommended that the committee focus on the populations that were already identified in the Integrated plan. This item will be further discussed at the next meeting.

#### **9. Administrative Issues**

Support Staff mentioned that the consultant has not been officially contracted due to some budget constraints. Conversations with the Recipient's office and planning council treasurer were held and will be followed up on. The contracting process with the Recipient's office has been pushed back due to Covid-19.

#### **10. Announcements**

Dr. Bagchi reviewed the action steps for the next meeting:

- Sharon will continue working on the Needs Assessment data processing.
- Support Staff will follow up with agencies that have not responded to get the responses since the deadline has been extended to April 23rd. Support Staff mentioned that four more responses were received with a total of 14 responses thus far. Also, responses have been inputted into the coding book and the final version will be sent to the consultant next Friday.
- All REC members will review the Funding Stream Analysis and send any comments to Tania.
- Sharon Postel will review and update the Administrative Mechanism Evaluation Tool.
- Dr. Bagchi and Guaman will review the consumer data collection tool to identify any changes.

Debbie Mohammed mentioned that there was a conversation with members before the meeting started about clients not going to appointments because of Covid-19 measures and asked for clarification about the Annual retention in care requirements. Postel mentioned that it allows for clients to have one medical visit per year and a viral load visit at least 90 days either before or after the medical visit.

Postel also mentioned that new codes were developed for telehealth for six categories: Outpatient/Ambulatory Health Services, Medical Case Management, Non-Medical Case Management, Substance Abuse, Mental Health, Medical Nutritional Therapy starting on April 1<sup>st</sup>. This allows agencies to continue providing services to the community via telehealth and are counted as a regular visit. Some agencies have mentioned that they would like to continue providing telehealth services after the Covid-19 measures are lifted.

There is a new funding source for telehealth. An RFP will be issued but the criteria needs to be developed. This funding source will allow agencies to buy telehealth equipment such as

computers, laptops, etc. HRSA's webinar was done last week. This will change the service delivery going forward.

Dr. Bagchi recommended that a standardized tool be developed to assess the access of telehealth services among the NEMA community that could be used for the 2021 Needs Assessment and asked Support Staff to follow up with her on this. Postel also recommended that the Recipient create an After-action Report to know how the agencies implemented telehealth services, if the agencies would implement telehealth moving forward, and how health outcomes varied on viral load suppression vs non-viral load suppression. Dr. Bagchi mentioned that she can provide the questions that were used on the Telehealth Needs Assessment that was done by Rutgers on Newark and Atlantic County as a starting point. Dr. Bagchi agreed with Postel that a full report will be helpful.

**11. Next Meeting**

The next REC meeting will be held virtually on Monday, May 18, 2020 at 10 AM.

**12. Adjournment**

Dr. Ann Bagchi asked for a motion to adjourn the meeting. Debbie Mohammed motioned to adjourn. Corey DeStefano seconded the motion. All members agreed. No oppositions or abstentions. The meeting was adjourned at 10:55PM.