

# Continuum of Care Committee

## MEETING SUMMARY

**Thursday, November 12, 2020 at 10AM**

Video-Conference via Zoom: <https://zoom.us/j/95564284395>

Teleconference: (929) 205-6099 / Meeting ID: 955 6428 4395#

Present	Excused Absences	Unexcused Absences
1. Ann Bagchi, Ph.D. (Secretary) 2. Kendall Clark 3. Maisel Guzman 4. Vieshia Morales (Chair) 5. Dominga Padilla, MD 6. Nancy Scangarello 7. Warren Talley (Non-Voting)	8. Cezar Dumago 9. Wanda Figueroa, MD 10. Pat Moore 11. Aliya Roman (Non-Voting)	12. Lauro Rocha

**Guests:** Pearl Aguacha, Kathleen O'Brien, Karen Ehiri, Tanzilla Salim, Ethan Connor

**Support Staff:** Tania Guaman, Vicky Saguy

**1. Welcome and Moment of Silence**

Morales called the COC meeting to order at 10:03 AM. Morales welcomed all in attendance and called for a moment of silence to be observed for all those living with, those who have passed and those affected by HIV/AIDS and COVID-19.

**2. Roll Call**

Dr. Bagchi conducted the roll call. Quorum was not established during the meeting.

**3. Public Testimony**

There was no public testimony at this meeting.

**4. Approval of Meeting Summary from October 8, 2020**

At the last COC meeting, the July 9<sup>th</sup> and September 10<sup>th</sup> meeting summaries were approved as presented.

The October 8<sup>th</sup> meeting summary was sent in advance electronically for review. Morales asked for a motion to approve the meeting summary as presented. Dr. Bagchi motioned to accept. Dr. Padilla seconded. There were no oppositions or abstentions.

**5. Standing Committee Updates**

- CPC – Guaman provided the report. The October 9<sup>th</sup> meeting discussed the following items:
  - The CPC received the Quality Management Performance Goals Presentation.
  - The committee continued the update of the Integrated Health and Prevention Care Plan, which outline goals for FY 2021. The updated should be completed at the next meeting. The

committee also discussed the EIRC work which was postponed due to COVID-19. The goal of the update is to move the timeline to complete all the activities through 2021. The next CPC meeting will be held on Friday November 13, 2020 at 9:30 am via Zoom.

- REC – Dr. Bagchi provided the report. The October 19<sup>th</sup> meeting discussed the following items:
  - Reviewed the EIRC tool for client’s case study. Br. Bagchi reviewed and edited the tool with input from the recipient’s office. The REC will discuss and finalize the EIRC tool at the next meeting.
  - Postel presented the results of the 2020 Assessment of the Administrative Mechanism. The committee approved the 2020 Assessment of the Administrative Mechanism.
  - Postel presented the Epidemiological Profile findings and the committee approved the report.
  - The committee finalized the questions for the needs assessment and will finalize the tool at the next meeting

The next REC meeting will be held on Monday, November 16, 2020 at 10 am via Zoom.

- CIA/CC –Guaman provided the report. The October 28<sup>th</sup> meeting discussed the following items:
  - The committee discussed the 2021 priority setting and resource allocation
  - There was an update on the Assessment of the Administrative Mechanism.
  - Support Staff shared HRSA feedback about consumer engagement and the need to increase the number of consumers by at least two on the planning council membership.

The next CIA meeting will be held on November 18, 2020 from 5:00 to 7:00PM.

Morales mentioned that one of the main issues on consumer participation is that some consumer’s phone plans limit the minutes and internet usage.

## **6. Old Business**

- Reformat & Update the Health Insurance Premium and Cost-Sharing Assistance for Low-Income Individuals Service Standard – The committee discussed the following about this service standard:
  - Committee members were unclear on whether the Newark EMA HIPCS service standard covers insurance premiums or only medications. Further clarification was recommended on the service standard and the RFP on how this service can be used in the EMA. The recipient recommended to keep the insurance premiums coverage for this service category.
  - Committee members also recommended that Under Key components and activities - state everything that is covered under HIPCS, and under Limitations state what it is not covered.
  - The Recipient noted that similar to EFA, organizations providing HIPCS services should have a mechanism and/or a policy and procedure in place to identify and define the need, including frequency of payments (onetime payment, 3 times payment or a monthly payment), and the unit cost associated with per client. HIPCS covers deductibles and not premiums.
  - The indicators and performance measure section will not be part of the service standards based on a recommendation on the Planning CHATT Webinar.

- Additional service stipulations were added under service limitations. Different statements were taken from other sections and moved to the Assessment and Service Plan and Service Limitations section. This section needs revision from the recipient and the FY 2021 RFP.
- The Staff Qualifications and Training was not included on the previous HIPCS format. The language from the Staff Qualifications and Training on the Non-Medical Case Management Service Standard Section was included on the Staff Qualifications and Training.
- Morales recommended that staff reach out to Michelle Thompson for a training on HIPCS.
- Clark also recommended that the medical case management training incorporate health insurance due to significant annual changes.

Support Staff will email the questions that were raised throughout the review of the Health Insurance Premium & Cost-Sharing Assistance for Low Income Individuals Service Standard to the recipient. Morales asked for a motion to table the approval of this service standard until recipient input is received. Dr Bagchi motioned to accept. Scangarello and Clark seconded.

- Reformat & Update the Other Professional Service Standard – The committee reviewed the Other Professional Service Standard. The committee discussed the following:
  - Morales asked support staff if the Community Health Law Project provided feedback for the service standard. None was received.
  - When Service Standards were reformatted, origination dates were set to the date when the format changed. However, the committee agreed that the origination and the previous approved and reviewed dates remain in all service standards to have a timeline of the changes. The Other Professional Services service standard was reviewed and approved on November 12, 2020.
  - The indicators and performance measure section will not be part of the service standards based on a recommendation on the Planning CHATT Webinar. Some bullets from this section were moved to the Assessment and Service Plan section instead.
  - Service Limitations were based on the FY 2020 RFP, but the FY 2021 RFP was released. The FY 2021 RFP will be used moving forward.

Morales asked to approve the Other Professional Services Service Standard with edits. Dr. Bagchi motioned to accept. Clark seconded.

## **7. New Business**

- Report on “A comprehensive Overview of Service Standards for Part A Planning Councils” – Due to lack of time, all committee members agreed to table this item until the meeting in December.
- Review Assignments of Subcommittee Review for Service Standards – Morales and Guaman will work together to assign two COC members to each service standard that still need to be reviewed.

**8. Administrative Issues— PC Support Staff**

Guaman mentioned that the HRSA webinar also recommended the possibility of creating a policy and procedure guidance document. This would allow to have an outline process including who is involved in the review of the standards, how often to be review the standards, and which pieces should be reviewed often. This item could be discussed at the next meeting.

**9. Announcements**

Morales announced that NJCRI will host its Annual Thanksgiving Luncheon - Grab and Go. Also, Morales will be doing a Breakfast Feeding on Thanksgiving Day from 10-12. The flyers will be sent.

Clark announced that Church will also host a Grab and Go.

St. James will have a clothing drive on the church parking lot on the day after Thanksgiving

St. James is still doing the Turkey and Christmas Sign Up throughout the EMA. It has a lot of donations to supply a lot of people.

Clark commented that some consumers do not want to accept food if they think they are expired based on the date. Clark recommended that the EMA distribute education on the meaning of Best used by, best by, best sell by, and best fresh by date.

**10. Next Meeting**

The next COC meeting will be held on Thursday, December 10, 2020 at 10AM via Zoom.

**11. Adjournment**

Morales asked for a motion to adjourn the meeting. Dr Bagchi motioned to approve. Scangarello seconded. All members agreed. The meeting was adjourned at 11:44 AM.