



Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council

200 Oakwood Lane, Suite 100, Hollywood, FL, 33020
Tel: 954-561-9681 / Fax: 954-561-9685

**HIV PLANNING COUNCIL COORDINATION
MEETING AGENDA**

Monday, October 7, 2013 – 9:30 a.m. to 11:30 a.m.
Governmental Center Annex – Room A-335
Ryan White Part A Program Office
115 S. Andrews Ave, Ft. Lauderdale 33311

Chair: Samantha Kuryla

Vice Chair: Brad Gammell

1. **CALL TO ORDER**
2. **REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS**
3. **WELCOME AND INTRODUCTIONS**
4. **REVIEW:**
 - ❖ Meeting Agenda: 10/7/13
 - ❖ Meeting Minutes: 8/19/13
5. **WORK PLANS**

Discuss Committee achievements toward work plan goals. Identify time sensitive tasks that have not been accomplished and recommend areas for improvement.
6. **RYAN WHITE CARE ACT REAUTHORIZATION**

Discuss follow up to HIVPC's previous request to send a letter to the County Commission deferring action on Ryan White CARE Act reauthorization until the Council can recommend a plan of action.
7. **EXECUTIVE COMMITTEE AGENDA ITEMS (10.17.13)**

JOINT

- **UNFINISHED BUSINESS**
 - **Education and Training:** Continue to discuss the development of educational/training sessions for members and clients on the Affordable Care Act.
 - **Establish Mission & Timeline:** Continue to develop a work plan that includes the mission and goal of the Joint Executive Committee as it relates to assessing Ryan White Part A Program services regarding the implementation of the Affordable Care Act.
- **NEW BUSINESS**
 - **Ryan White CARE Act Reauthorization:**
 - Discuss the following motion originally brought forth from the Part A Executive Committee to the HIV Planning Council: In furtherance of the County's support for the 2013 Federal Legislative Program, HIVPC similarly endorses the necessary and appropriate reauthorization of the CARE Act and the effective full funding of the HIV Continuum of Care.
 - Discuss the pros and cons of supporting reauthorization of the CARE Act. Discuss HIVPC's previous request that the County Commission defer action on the topic of reauthorization of the CARE Act until such time that the Council can both review and recommend a plan of action for reauthorization.

PART A

- **Educational Sessions:** Assess JCCR community educational sessions
8. **NEXT MEETING DATE /AGENDA ITEMS:** Monday, October 21, 2013 at 9:30 a.m. Room: A-335
 9. **ADJOURNMENT**



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HIV PLANNING COUNCIL COORDINATION

Monday, August 19, 2013 – 9:30 a.m.

Governmental Center Annex – Room A-335

Ryan White Part A Program Office, 115 S. Andrews Ave, Ft. Lauderdale 33311

Meeting Minutes

	ATTENDEES
1	Kuryla, S., HIVPC Chair
2	Gammell, B., HIVPC Vice Chair
3	Wynn, J., Part B Chair
4	Jones, L., Part A Grantee
5	Mercer, A. Part B Grantee
6	Crawford, T., Support Staff
7	Rosiere, M., Support Staff
8	McEachrane, T., Support Staff

1. CALL TO ORDER

The HIVPC Chair called the meeting to order at 9:48 a.m.

2. REVIEW STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS

The HIVPC Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised about the meeting ground rules. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed.

3. WELCOME AND INTRODUCTIONS & MOMENT OF SILENCE

Self-introductions were made. A moment of silence was held for the passing of Carl Roberson.

4. REVIEW

- ❖ Meeting Agenda: 8/19/13
- ❖ Meeting Minutes: 7/15/13 & 7/1/13

5. DISCUSSION ON JOINT COMMITTEES

The Part B Chair requested that Staff notify the co-chairs of joint committees of any meeting cancellations before announcing it publicly. There was a discussion about pre-meeting activities of co-chairs. It was noted that staff emails each chairperson a copy of the agenda for review and discussion prior to each meeting. Staff will send a reminder outlining pre-meeting activities to each chairperson. Part A and Part B chairs are encouraged to communicate consistently with each other so that everyone is aware of agenda items.

The Grantee reiterated the HRSA Project Officer’s suggestion to invite Prevention representatives to Joint Planning meetings. This would encourage cross-integration between Prevention and Part A and Part B representatives. This suggestion has not been put in writing as of yet.

A webinar will be held on Thursday, August 25, 2013 for grantees regarding planning council partnerships.

There was a discussion about the Council’s historical relationship with Prevention representatives from the Florida Department of Health (DOH) and potential partnering between both bodies with the advent of health reform. The Chair will extend an invitation to a Prevention representative to attend HIVPC meetings and provide updates for Council members.

The Grantee recommended that HIVPC encourage a philosophy of collaboration with Prevention by attending their meetings as well. Going forward, HIVPC should find commonalities with Prevention and Joint Planning bodies before requesting Prevention reports.

a. Joint Planning Committee:

The HIVPC Chair requested that Staff send a Joint Planning committee description from the policies and procedures manual to the group. Interested members will be encouraged to apply for the vacancy.

Staff will provide the Part B Chair a copy of the Joint Planning policies and procedures the local procedures manual.

b. Priority Setting & Resource Allocation Committee

There is a Part B Chair vacancy on the Priority Setting & Resource Allocation Committee since the Chair was hired as a consultant for BRHPC. Staff will provide the Part B Chair with a committee description from P&P, along with a schedule of the committee meetings, and the local procedures manual.

Part B's FY 14-15 Sweeps will be announced at a later date.

c. Joint Client/Community Relations

Promotional activities for the Resource Fair were discussed. JCCR will be looking at which venues are most successful to advertise for future events. Staff will send a letter to Council members 'highly' encouraging them to attend the upcoming Resource Fair.

6. DISCUSS AFFORDABLE CARE ACT (ACA) UPDATES

There was a discussion held about allocations for FY 14-15 with ACA changes. Broward has not received a CMS insurance navigation grant. Subcontracts with other agencies have been put in place to cover the South Florida region. The Chair suggested that HIVPC provide enough information about Marketplace insurance plans for clients in lieu of this announcement. Members were reminded that there is implementation of an income tax penalty for those who don't enroll the first year of the insurance exchange.

The Grantee discussed ACA changes to Medicaid and ADAP coverage for clients. Members also discussed the ADAP flyer informing clients of ACA changes.

There was a discussion regarding the HIV/AIDS Bureau (HAB) expectation of RW being the payer of last resort. HAB expects that there will be a migration of clients out of RW to the Marketplace insurance plans. One member raised the question about the ability of RW programs to determine whether clients have access to insurance or not. Clients may have to show proof that they are unable to attain insurance elsewhere.

7. JOINT EXECUTIVE COMMITTEE AGENDA ITEMS (10.17.13)

a. Discuss what agenda items need to be addressed at the Joint Executive Committee meeting

b. Review draft work plan items: Part B Co-Chair to develop draft and send to support staff.

The HIVPC Vice Chair requested that the group discuss the leadership development of committee members at the next Coordination meeting.

8. NEXT MEETING DATE /AGENDA ITEMS: Monday, September 16, 2013 at 9:30 a.m. Room: A-335

9. ADJOURNMENT The meeting was adjourned at 11:30 a.m.

Broward County HIV Health Services Planning Council FY2013-14 Work Plan

Objective 1. Develop and Implement Strategies on Unmet Need and EIIHA	Responsible	Outcome	Start	Due	Progress
1.1 Review unmet need data and procedure. Review Linkage to Care plan	JPC, Staff	Unmet need estimate	6/13	9/13	Complete
1.2 Approve unmet need strategy. Incorporate into PSRA, Comp Plan	JPC, Staff, HIVPC	Unmet need strategies	6/13	6/13	Complete
1.3 Update strategy for Early Identification of Individuals with HIV/AIDS (EIIHA)	JPC, QM, Exec, HIVPC	EIIHA Strategy	8/13	8/13	Discussed
Objective 2. Conduct Annual Needs Assessment					
2.1 Review updated Language How Best to Meet the Need, if needed	JPC, Staff, HIVPC	Ensure quality services	6/13	6/13	Complete
2.2 Approve FY2013/14 Needs Assessment to inform PSRA process: Components and timelines (Client Survey, Provider Survey, Focus Groups, Key Informant Interviews)	JPC, Staff, HIVPC	Assess needs of clients	9/13	10/13	
Objective 3. Planning Council And Committee Development					
3.1 Review changes from By-Laws Subcommittee	By-Laws, Exec, HIVPC	Improved By-Laws	4/13	4/13	Complete
3.2 Conduct membership orientations, as needed. Review mentoring plan, as needed	MCDC, Staff	Orientations done	As needed	As needed	Complete
3.3 Survey members on training topics. Plan training set for annual HIVPC retreat	MCDC, Staff, HIVPC	Educated HIVPC	7/13	2/14	
3.4 Appoint Nominating Committee Chair	Executive, HIVPC	Leadership	8/13	8/13	Complete
Objective 4. Identify Special Populations					
4.1 Review Surveillance Data quarterly to identify trends and special populations	JPC, Staff	Understand epidemic	3/13	12/13	Recurring
4.2 Incorporate recommendations into PSRA (language on how best to meet need)	JPC, Staff, HIVPC	Updated Language	5/13	6/13	Complete
4.3 Assess Needs of Special Populations: Identify diverse populations with special service needs among PLWHA. Identify barriers to services, service gaps, challenges each population present to service delivery. Estimate service costs for each population	JPC, Staff, Grantee	Needs of Special Populations assessed	7/13	9/13	In process
4.4 Develop strategies for special populations and increasing people in medical care	JPC, Staff, HIVPC	Needs addressed	10/13	10/13	
Objective 5. Ensure Community Involvement In The Planning And Decision-Making Process					
5.1 Hold business meetings in the community to raise awareness of PC and boost PLWHA participation. Review progress annually	JCCR, Staff, HIVPC	Community involvement	3/13, TBD	3/13, TBD	In process
5.2 Hold community events to educate PLWHA, raise awareness and participation	JCCR, Staff	Consumer education	3/13, TBD	3/13, TBD	In process
Objective 6. Ensure Compliance With Additional Grant/Legislative Requirements					
6.1 Ensure the Planning Council reflects the demographics of the epidemic, that mandated Planning Council seats are filled, that 33% of Council is unaffiliated PLWHA	MCDC, Staff	HICPC reflects epidemic, complies with HRSA	Monthly	Monthly	Recurring
6.2 Coordinate and collaborate with funding sources available to PLWHA. Request data	PSRA, Exec	Collaboration	3/13	3/13	Complete
6.4 Monitor Expenditures vs. Budget Allocations. Devise strategies to address potential shortfalls. Make reallocations ("Sweeps") to ensure funds for core categories are sufficient and other categories receive fair distribution	PSRA, HIVPC	Funding allocated appropriately	9/13, 1/14	9/13, 1/14	Pending
6.5 Conduct Assessment of Administrative Mechanism	PSRA, Exec, HIVPC	Efficient services	10/13	12/13	
Objective 7. Priority Setting And Resource Allocation Process					
7.1 Review recommendation for PCIP service	PSRA, Staff, HIVPC	Informed PSRA process	4/13	5/13	Restructured
7.2 Review and Rank Service Categories (Part A and MAI)	PSRA, HIVPC	Categories prioritized	5/13	6/13	Complete
7.3 Update Language on How Best to Meet the Need (incorporate into allocation process)	JPC, Exec, HIVPC	Language	5/13	6/13	In process
7.4 Allocate funds by service (Part A & MAI)	Joint Priorities	Funds allocated	7/13	7/13	Complete
Objective 8. Review And Revise Committee Work Plan, Policies And Procedures					
8.1 Review and update Comprehensive Plan to reflect epidemic trends	JPC, Staff, HIVPC	Updated Plan	7/13	8/13	Complete
8.2 Review and Update Work Plan, P&P. Integrate EIIHA work plan	JPC, Staff	Work Plan Developed	2/14	2/14	
8.3 Annual Evaluation: Assess past year and recommend improvements	JPC, Staff	Improved process	2/14	2/14	

Broward County HIV Health Services Planning Council FY2013-14 Executive Committee Work Plan

Objective 1. Maintain a Comprehensive Plan for the Organization and Delivery of HIV Services in Broward County	Responsible	Outcome	Start	Due	Progress
1.1 Annually review and update Comprehensive Plan to ensure continued appropriateness	Joint Executive	Plan meets EMA needs	6/13	6/13	Complete
1.2 Monitor activities of standing and ad Hoc Committees to ensure objectives of Comp Plan are met	Executive Committees	EMA goals addressed	Each meeting	Each meeting	Recurring
Objective 2. Capacity/Leadership Development For Planning Council Members and Applicants					
2.1 Review Mentoring Plan	MCDC, Exec, HIVPC	Educated HIVPC	8/13	8/13	1 st draft
2.2 Review results of Council training survey to recommend training sessions	MCDC, Exec, Staff	Educated HIVPC	9/13	10/13	
2.3 Plan Annual Planning Council Retreat	Exec, Staff, Grantee	PC training, leadership	11/13	1/14	
2.4 Appoint Nominating Committee Chair. Hold Council leadership Elections.	Exec, Staff, HIVPC	PC leadership	8/13	2/14	Chair appointed
2.5 Assess effectiveness of Council, Committee meetings (Meeting Evaluation Reports)	Executive; (Data: Staff)	Develop leadership	2/14	2/14	
Objective 3. Planning Council Operations					
3.1 Monitor adherence to Planning Council attendance policy	Exec, MCDC, Staff	Comply with policy	Monthly	Monthly	Recurring
3.2 Organize and approve Planning Council meeting agenda every month	Executive, Staff	Efficient meetings	Monthly	Monthly	Recurring
3.3 Review, forward to HIVPC removal-for-cause recommendations from Membership	Exec, MCDC, Staff	Comply with policy	As needed	As needed	
3.4 Review and revise HIVPC grievance process	Executive, JCCR, Staff	Grievances resolved	4/13	8/13	By-Laws in process of revision
3.5 Assess JCCR community educational sessions	Executive, JCCR, Staff	Strong consumer input	10/13	10/13	Pending
3.6 Review service quality outcomes	Exec, QM, Staff	High-quality services	As needed	As needed	
3.7 Annual Evaluation	All Committees, Staff	Improved process	2/14	2/14	
Objective 4. Review and Revise Executive Committee Policies and Procedures					
4.1 Review recommended changes to By-Laws	Exec, By-Laws, Staff	Improved By-Laws	4/13	6/13	In process
4.2 Review Executive purpose, mission statement, Committee Work Plans, P & P	Executive, Staff	Updated policies	1/14	2/14	
4.3 Conduct mini-Retreat for Joint Executive	Joint Executive	Develop Leadership	As needed	As needed	
4.4 Review reports from Committee chairs on accomplishing work plan items	Exec, Chairs, Staff	Meet goals of NHAS	Monthly	Monthly	Recurring
Objective 5. Coordination of Funding Streams; Analyze Service Capacity and Infrastructure Needs					
5.1 Develop collaborative relationships with funding sources for PLWHA in Broward: a. Encourage grantees and agencies on PC to submit data on funding and utilization b. Strengthen coordination with federal, state, other funders. Request their data c. Develop linkages between care and prevention. Meet with prevention yearly.	Joint Executive	Efficient services, ensure RW is payer of last resort	As needed	As needed	
5.2 Mobilize providers, community to report data on Community Viral Load	JPC, Exec, Staff	Improved prevention	As needed	As needed	
5.3 Meet bi-monthly with Part B to ensure coordination of funders and policies	Joint Executive	Improved efficiency	Bimonthly	Bimonthly	Recurring
5.4 Review plans for FY13 Client Survey to inform PSRA process	Exec, JPC, Staff	Consumer feedback	10/13	10/13	
5.5 Review and revise EIIHA Strategy	JPC, Exec, Staff, DOH	Improved EIIHA effort	8/13	8/13	Complete
5.6 HIVPC Self-Assessment Survey. Complete Assessment of Administrative Mechanism	PSRA, Exec, Staff	Efficient services	12/13	12/13	
5.7 Review recommended FY14/15 Allocations	PSRA, Exec	Service funding	7/13	7/13	Complete
5.8 Review recommended FY13/14 reallocations (Sweeps)	PSRA, Exec	Service funding	9/13	9/13	Pending

Broward County HIV Health Services Planning Council FY13-14 Joint Client/Community Relations Committee Work Plan

Objective 1. Educate JCCR Members and PLWHAs About How The Council Functions And How They Can Play An Active Role	Responsible/Source	Outcome	Start	Due	Progress
1.1 Develop new strategy for using Social Media to reach consumers.	JCCR, Grantee, Staff	Increased PLWHA participation	6/13	6/13	Complete
1.2 Receive orientation and training to enable Committee members and consumers to be more active participants in the Council and Committees. This includes educational “Hot Topics” at JCCR meetings. (Topics can include PSRA training for JCCR, how to use data to assess community need, using data to identify target populations and using data to identify disparities.)	JCCR, Grantee, Staff	Educated Committee members, consumers	5/13, 8/13, 2/14 PSRA 5/13	5/13, 8/13 2/14	1st training complete; 2 nd complete
1.3 Develop and recommend plan to send Peer Educators to community events for consumers. Discuss training JCCR members on how to be peer educators.	JCCR, Grantee, Staff	Educated Committee members, consumers	8/13	9/13	In process
Objective 2. Hold Community Meetings To Educate Consumers About Navigating the Health System and Encouraging Consumer participation					
2.1 Plan community meetings. Identify goals to be achieved. Focus should be navigating the HIV health system, prevention for people who are positive, staying in treatment, educating about community viral load. Target populations with high incidence of HIV or barriers to care.	JCCR, Grantee, Staff	Meeting preparedness	4/13,8/13, 12/13	4/13,8/13, 12/13	Planning for 1 st event complete
2.2 Hold meetings in the community. Goal: 3 per year.	JCCR, Grantee, Staff	Meeting held	3/13,9/13, 1/14	3/13,9/13, 12/13	First meeting held
2.3 Analyze the effectiveness of each community meeting and recommend future actions.	JCCR, Grantee, Staff	Improved events in future	4/13, 10/13 2/14	4/13,10/13 1/14	First event analyzed
Objective 3. Obtain Consumer Feedback; Provide Council With Insight From Consumer Perspective					
3.1 Gather feedback from consumers about barriers to obtaining HIV services and staying in treatment (for example, at community meetings). Recommend possible solutions.	JCCR, Grantee, Staff	Better knowledge of consumer needs and problems	3/13, 9/13 1/14	3/13,9/13 12/13	1st event complete
3.2 Assist Membership/Council Development Committee in recruiting consumers and others to become involved as members of the Council and its Committees (for example, at community events).	JCCR, Grantee, Staff	Increased PLWHA participation	3/13,9/13, 12/13	3/13,9/13, 12/13	1 st event complete
Objective 4. Develop Annual Work Plan					
4.1 Develop annual work plan; Review Policies & Procedures	JCCR, Grantee, Staff	JCCR work plan	2/14	2/14	
4.2 Make annual evaluation: accomplishments, challenges &improvements	JCCR	Identify changes	2/14	2/14	

FY 2013- 2014 Broward County HIV Health Services Planning Council Joint Planning Committee Work Plan - Approved

Objective 1. Needs Assessment: Obtain Client Input, Assess Client Needs	Responsible	Outcome	Start	Due	Progress
1.1 Decide if FY12/13 Focus Group needed. Identify questions, populations, recruitment	JPC, Staff	Assess needs of clients	3/13	3/13	Complete
1.2 Review results of FY12/13 Client Survey	JPC, (Data: Staff)	Analyze clients input	4/13	4/13	Complete
1.3 Review draft of Language How Best to Meet the Need. Recommend changes, if any	JPC, (Data: Staff)	Ensure adequate services	5/13	6/13	Complete
1.4 Make recommendations to Priorities Committee on Priority Setting data to use, and Service Category priorities	JPC, (Data: Staff)	Priorities reflect needs	4/13	5/13	Complete
1.5 Prepare for FY2013/14 Needs Assessment to inform PSRA process. Identify components and timelines (Client Survey, Provider Survey, Focus Groups, Key Informant Interviews). Set objectives. Make client revisions. Identify focus groups. Develop questions for focus groups, providers	JPC, Staff	Assess needs of clients	7/13	7/13	Key areas identified
Objective 2. Analyze Impact Local HIV/AIDS Epidemic To Identify Trends, Disparities And Barriers To Care and Strategies to Address					
2.1 Review surveillance data quarterly	JPC, Staff, BCHD	Analyze trends	3/13	12/13	Recurring
2.2 Review Epidemiologic Profile by demographics and exposure a. Document disproportionate impact and develop recommendations b. Assess PLWHA populations underrepresented in Ryan White primary care system c. Estimate service gaps among PLWHA and document recommendations	JPC, Grantee, Data: DOH via Staff, Grantee)	Reduce disparities, gaps in service	4/13	4/13	Complete
2.3. Review Unmet Need Estimate a. Review Unmet Need estimates b. Develop recommendations to address unmet need c. Develop Linkage to Care recommendations	JPC, Grantee, Staff Data: Staff, Grantee	Reduce unmet need	5/13	6/13	Complete
2.4 Assess Needs of Special Populations a. Identify and study PLWHA populations with special service needs b. Develop plan to address cultural barriers, challenges to delivering services c. Recommend to HIVPC actions on special populations	JPC, Grantee, Staff Data: Grantee, Staff JPC, HIVPC	Increase patients in care, reduce service gaps	6/13 9/13 10/13	9/13 9/13 10/13	Populations identified
2.5 Assess the impact of co-morbidities on service costs and complexity of providing care to PLWHA: 1) STI rates, 2) prevalence of homelessness, 3) # and % of persons without private insurance or public coverage, 4) # and % of persons <= 300% FPL, and 5) other disease states	JPC, Grantee, Staff (Data: DOH, Staff)	Impact of Co-morbidities on providing care documented	7/13	7/13	Complete
2.6 Discuss prevention, testing linkage barriers. Recommend actions to QM & PSRA	JPC, Staff,	Remove barriers	10/13	10/13	
2.7 Collect and analyze new data: a. Analyze quarterly data from Part A, ADAP on client viral load. Make recommendations b. Collect HHS indicators from Parts A-D c. Identify methodology to measure Community Viral Load (with QM Committee)	JPC, QM, Grantee, Staff (Data: Staff, Grantees, DOH)	Establish baseline and track progress on meeting goals of NHAS	3/13 8/13 12/13	12/13 12/13 12/13	Data requested
Objective 3. Review And Revise Three Year Comprehensive Plan Committee Work Plan, Policies And Procedures					
3.2 Review and Update Committee Work Plans, P&P, EIIHA work plan	Exec, Staff, HIVPC	Work Plans Developed	2/14	2/14	
3.3 Annual Evaluation: Assess past year and recommend improvements	Exec, Staff, HIVPC	Improved process	2/14	2/14	

FY 2013-2014 Broward County HIV Health Services Planning Council Priority Setting & Resource Allocation Committee Work Plan

Objective 1. Priority Setting and Resource Allocations	Responsible	Outcome	Start	Due	Progress
1.1 Approve PSRA timeline and identify data to be used	PSRA, Staff	PSRA process	3/13	3/13	Complete
1.2 Review PCIP recommendations and determine next steps	PSRA (Data: Staff)	Ensure services meet needs	4/13	6/13	Restructured
1.3 Review Grant Data (Epi, unmet need, imp plan, co-morbidities, EIIHA, survey)	PSRA, JPC, Staff	Better informed PSRA	4/13	4/13	Complete
1.4 Review updated Scorecards format	PSRA (Data: Staff)	Data for PSRA	5/13	6/13	Complete
1.5 Review recommendations from Joint Planning Committee, JCCR	PSRA (Data: Staff)	Input based on data	5/13	6/13	Complete
1.6 Review scope of services and eligibility for each service category	PSRA (Data: Staff)	Data for PSRA	6/13	6/13	Complete
1.7 Review Client Survey results	PSRA (Data: Staff)	Input from clients on PSRA	6/13	6/13	Complete
1.8 Rank Part A & MAI Priorities	PSRA	Priorities for services	6/13	6/13	Complete
1.9 Allocate funds by service category (Part A & MAI) a. Ensure resources target underserved populations hit hard by epidemic b. Discuss funding to expand services by adding more providers	PSRA <u>Data:</u> PC Staff Grantee Staff	Funds allocated per HRSA requirements; Resources targeted	7/13	7/13	Complete
1.9 Review and discuss impact of Affordable Care Act on allocations	PSRA, staff, grantee	Ensure allocations meet needs	9/13	12/13	In process
Objective 2. Execute Implementation Plan					
2.1 Monitor Expenditure vs. Allocation. Recommend strategies to address shortfalls	PSRA	Appropriate service funding	9/13 & 1/14		Complete
2.2 Recommend reallocations (“Sweeps”) to ensure sufficient core funding and distributed fairly to other categories	Data: Grantee, Staff	Appropriate service funding			Complete
Objective 3. Assess the Administrative Mechanism					
3.1 Assessment of Administrative Mechanism Training	PSRA	Ensure compliance efficiency	10/13	10/13	Pending
3.2 Plan PC Self-Assessment (related to Assessment of Admin Mechanism)	Data: Grantee and	Improved administration	11/13	11/13	
3.3 Conduct Assessment of Administrative Mechanism	PC Staff		11/13	11/13	
Objective 4. Review And Revise Committee Work Plan, Policies And Procedures					
4.1 Review and update Work Plan, Policies & Procedures	PSRA, Staff,	Updated Plans	8/13, 2/14	2/14	Pending
4.2 Annual Evaluation: Assess the past year and recommend improvements	Grantee	Improved process	2/14	2/14	
Objective 5: Review PSRA Proposals to Meet the Goals of the National HIV/AIDS Strategy					
5.1 Study possible new services PSRA identified to address goals of NHAS a. Funding for peers to address issues of retention in care b. Integrated model including prevention for positives, medical care and outreach for discordant couples c. Develop plan to reduce wait times at clinics d. Develop plan to streamline eligibility and intake, through more locations e. Develop with QM Committee strategy to increase retention in care f. Develop with QM strategy to refocus MAI funding	PSRA, Grantee, Staff	Ensure services meet needs of clients	9/13	9/13	Complete

Broward HIV Health Services Planning Council FY2013-14 Membership/Council Development Committee Work Plan

Objective 1. Ensure Planning Council is representative and reflective	Responsible	Outcome	Start	Due	Progress
1.1 Review Council makeup to ensure it reflects epidemic; Ensure mandated seats filled; Ensure 33% of members are unaffiliated PLWHA	MCDC, Staff	PC reflects epidemic	Each meeting	Each meeting	In process
1.2 Review, approve position descriptions	MCDC, Staff	Ensure compliance	3/13	5/13	Complete
1.3 Review Results of PC survey on qualifications for seats	MCDC, Staff	Ensure compliance	9/13	9/13	Pending
1.4 Conduct pre- and post-appointment orientations for new members	MCDC, Staff	Educated PC	As needed	As needed	In process
1.5 Announce vacant positions at each meeting of MCDC	MCDC, Staff	Public awareness	Each meeting	Each meeting	In process
1.6 Display recruitment and application materials at each HIVPC meeting	Staff	Public awareness	Each meeting	Each meeting	In process
1.7 Members, Staff greet visitors at Council and Committee meetings	MCDC, Staff	Public involvement	Each meeting	Each meeting	In process
1.8 Contact potential applicants on requirements, reimbursement of costs	Staff	Public involvement	As needed	As needed	
1.9 Seek feedback from PLWHA members on barriers to serving on PC	MCDC, Staff	Eliminate barriers	As needed	As needed	
1.10 Develop, Approve procedure for PC members to notify change in seat status	MCDC, Staff	Ensure compliance	11/13	12/13	
1.11 Devise ways to reward PC members for work	MCDC, Staff	Eliminate barriers	1/14	1/14	
1.12 Receive training on PC demographics and mandated seats	Staff	Ensure compliance	10/13	10/13	
Objective 2: Ensure Adequate Applicant Pool for Planning Council and Committees; Raise Community Awareness of Council					
2.1 Review and update Recruiting and Retention Plan, recruiting brochure, Website materials	MCDC, Staff	Updated plans	6/13	9/13	In process
2.2 Ask PC Members, community groups, providers to submit dates of community events for possible recruiting	MCDC, Staff	Active recruiting	7/13	7/13	Recurring
2.3 Attend community events that attract PLWHA, for recruiting. Discuss if members should be more active	MCDC, PC	Individuals recruited	As needed	As needed	As needed
2.4 Supply providers, case managers and outreach networks with PC materials	Staff, Grantee	Active recruiting	8/13	8/13	Recurring
2.5 Seek to post recruiting materials, application on Broward government Website	Staff, Grantee	Active recruiting	8/13	8/13	Recurring
Objective 3. Ensure Compliance with Attendance Policy and Removal for Cause Policy					
3.1 Review Planning Council and Committee attendance	MCDC, Staff	Policy followed	Each meeting	Each meeting	Recurring
3.2 Review Removal for Cause Policy, in By-Laws	MCDC, Staff	Policy implemented	As needed	As needed	Completed 8.1.13 mtg
Objective 4. Ensure and Implement Capacity/Leadership Development for Planning Council Members and Applicants					
4.1 Review and Revise Mentoring Program	MCDC, Staff	Educated PC	6/13	7/13	Complete
4.2 Plan and implement trainings	MCDC, Staff	Educated PC	8/13	10/13	In process
a. Survey HIVPC members what training they want			9/13		
b. Review training survey results. Identify training session(s) for annual retreat					
4.3 Conduct orientations for new members (Priority setting, QM process, legislative requirements); Conduct post-appointment orientations	MCDC, Staff	Members informed	As needed	As needed	3 completed
4.4 Plan and implement training for Planning Council members at annual retreat	MCDC, Staff	Required training	11/13	11/13	
Objective 5: Update Work Plan and Policies & Procedures					
5.1 Review and update Work Plan / Policies & Procedures	MCDC, Staff	Updated work plan	8/13, 2/14	8/13, 2/14	In process
5.2 Conduct annual evaluation: Assess past year and recommend improvements	MCDC, Staff	Improved process	2/14	2/14	

Broward HIV Health Services Planning Council FY2013-14 **Quality Management Committee Work Plan**

OBJECTIVE 1. REVIEW PERFORMANCE MEASURES AND SELECT ANNUAL DATA FOR REVIEW				
Work Plan Activity	Outcome	Start	Due	Progress
1.1 Quarterly Data Reviews a) NQC In+Care Campaign Measures b) NHAS Indicators c) HAB Performance Measures d) Broward Client Level Outcomes and Indicators	<ul style="list-style-type: none"> Review And Select Annual Data Measures Identify Areas For Improvement Provide Directives To The QI Networks 	5/13 7/13 10/13 1/14	5/13 7/13 10/13 1/14	<ul style="list-style-type: none"> Data reviews to begin in May as some March WP items were tabled for April
OBJECTIVE 2: CONDUCT ANNUAL EVALUATION OF QM PROGRAM, WORK PLANS, AND PROCESSES				
Work Plan Activity	Outcome	Start	Due	Progress
2.1 Review Policies And Procedures(P&P) 2.2 Review, Update & Approve 3-Year Work Plan 2.3 Review, Update And Approve Annual QM Work Plan 2.4 Review Service Delivery Models Submitted By QI Networks 2.5 Review Accomplishments And Challenges	<ul style="list-style-type: none"> Updated P&P As Needed Updated 3-Year And Annual Work Plans That Include Short-Term And Long-Term Strategies To Achieve QM Objectives Service Delivery Models Reflect Most Current National Guidelines And Best Practices Annual Work Plan Addresses Challenges Identified In The Previous FY 	4/13 4/13 3/13 3/13 3/13	4/13 4/13 4/13 3/13 3/13	<ul style="list-style-type: none"> Tabled for April (No quorum) Tabled for April (No quorum) Completed
OBJECTIVE 3: MONITOR QI NETWORK ACTIVITIES AND PROVIDE DIRECTIVES AND GUIDANCE IN QIP DEVELOPMENT				
Work Plan Activity	Outcome	Start	Due	Progress
3.1 Quarterly Network Update	<ul style="list-style-type: none"> Identify Areas For Improvement Provide Guidance And Directives To Improve Network Activities and QIPs 	3/13 6/13 9/13 12/13	3/13 6/13 9/13 12/13	<ul style="list-style-type: none"> Completed
OBJECTIVE 4: REVIEW AND ANALYZE FINDINGS FROM NEEDS ASSESSMENT, CLIENT SURVY, SERVICE CATEGORY STUDIES, AND RECORD REVIEWS				
Work Plan Activity	Outcome	Start	Due	Progress
4.1 Review Findings From: a) Needs Assessment b) Client Survey c) Service Category Assessment/Studies d) Record Reviews e) Identify Service Category For Annual Evaluation	<ul style="list-style-type: none"> Identify Barriers To Care Identify Areas For Improvement In Service Delivery Recommend Service Category Evaluation 	5/13 6/13	5/13 6/13	
OBJECTIVE 5: ASSESS LINKAGE TO CARE AND RETENTION PROCESSES				
Work Plan Activity	Outcome	Start	Due	Progress
5.1 Review Performance Measures And Other Data Sources To Assess Successful Linkage To Care	<ul style="list-style-type: none"> Linkage To Care And Retention Deficiencies Addressed 	3/13 6/13 9/13 12/13	6/13 9/13 12/13 2/14	

2013-14 WORK PLAN CALENDAR FOR QM COMMITTEE

	March	April	May	June	July	August
QM	<ul style="list-style-type: none"> ❖ Review Accomplishments And Challenges ❖ Quarterly Network Update ❖ Review Annual Summary of In+Care Data ❖ Review Performance Measures And Other Data Sources To Assess Successful Linkage To Care 	<ul style="list-style-type: none"> ❖ Review Policies and Procedures (P&P) ❖ Review, Update And Approve 3-Year WP ❖ Review, Update And Approve Annual QM WP (Tabled from March) ❖ Review Service Delivery Models Submitted By QI Networks (Tabled from March) 	<ul style="list-style-type: none"> ❖ Review Findings from Needs Assessment and Client Survey ❖ Quarterly Data Review (NQC, NHAS, HAB Performance Measures, and Broward Client Level Outcomes and Indicators) (Tabled from April) 	<ul style="list-style-type: none"> ❖ Quarterly Network Update ❖ Review Findings (as available) From: ❖ Service Category Assessment/Studies ❖ Record Reviews ❖ Identify Service Category For Annual Evaluation ❖ Review Performance Measures And Other Data Sources To Assess Successful Linkage To Care 	<ul style="list-style-type: none"> ❖ Quarterly Data Review (NQC, NHAS, HAB Performance Measures, and Broward Client Level Outcomes and Indicators) 	<ul style="list-style-type: none"> ❖ Quarterly network update ❖ MH Record Reviews

	September	October	November	December	January	February
QM	<ul style="list-style-type: none"> ❖ Quarterly Network Update ❖ Review Performance Measures And Other Data Sources To Assess Successful Linkage To Care 	<ul style="list-style-type: none"> ❖ Quarterly Data Review (NQC, NHAS, HAB Performance Measures, and Broward Client Level Outcomes and Indicators) 	<ul style="list-style-type: none"> ❖ HHS, HAB, Broward Outcomes and Indicators 	<ul style="list-style-type: none"> ❖ Quarterly Network Update ❖ Review Performance Measures And Other Data Sources To Assess Successful Linkage To Care 	<ul style="list-style-type: none"> ❖ Quarterly Data Review (NQC, NHAS, HAB Performance Measures, and Broward Client Level Outcomes and Indicators) 	<ul style="list-style-type: none"> ❖ Review Performance Measures And Other Data Sources To Assess Successful Linkage To Care ❖ Conduct Annual Evaluation of QM Program, Work Plans, and Processes