

# Central Florida HIV Planning Council

## Service Systems Planning & Quality (SSPQ) Committee Minutes

January 9, 2025

**Call to Order:** The SSPQ Committee Chair, Alelia Munroe, called the meeting to order at 9:35 AM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804 after establishing quorum.

**Members Present:** Alelia Munroe, Rene Cotto-Lewis, Jessica Seidita, Priscilla Torres-Theobald, Maria “Angie” Buckley, Vickie Cobb-Lucien, Andre Antenor, Gabrielle Leonce, Anthony McNeil (via teleconference), Monika Trejos-Kweyete (via teleconference), Kara Johnson-Williams (via teleconference)

**Members Excused:** Charlie Wright, Ira Westbrook

**Members Absent:** Yvelouse Augustin-Leow

**Recipient & Lead Agency Staff Present:** Claudia Yabrudy, Pedro Huertas-Diaz, Maria Torres, Nicole Virtue, Kimberly Barilla, Doris Huff, Evan Cochuyt

**PCS Staff Present:** Whitney Marshall, David Bent, Laura Perez

<b>Approval of the agenda:</b>	The committee reviewed the meeting agenda and recommended the following changes: <ul style="list-style-type: none"><li>• Add “Follow-up to Ad-hoc Housing Committee” to Unfinished Business</li><li>• Add “Group Agreement” to Call to Order</li></ul> <p><b>Motion:</b> Angie Buckley made a motion to accept the agenda with the recommended changes. Priscilla Torres-Theobald seconded the motion. The motion was unanimously adopted without debate.</p>
<b>Approval of the November 7 Minutes:</b>	The committee reviewed and approved the November 7 minutes as-written.
<b>Open the floor for public comment:</b>	<ul style="list-style-type: none"><li>• PCS did not receive any comment cards.</li><li>• There were no public comments in the room or online.</li></ul>
<b>Reports:</b>	<p><b>Part A Monthly Expenditure Report</b> <i>(Expenditures as of November 30, 2024)</i></p> <p>Pedro Huertas-Diaz reported the following:</p> <ul style="list-style-type: none"><li>• Percentage of Fiscal Year Transpired: 75.00%</li></ul>

- Target Expenditures: 75.00%
- Actual Expenditures 81.98%
- Difference: -6.98%

Pedro Huertas-Diaz provided the following information regarding the Part A monthly expenditure:

- Part A is monitoring utilization in the following categories due to being above target:
  - Outpatient/Ambulatory Health Services
  - Oral Health Care
  - Substance Abuse Services – Outpatient
  - Referral for Healthcare/Support Services
  - Substance Abuse Services – Residential
- The following categories are experiencing increased utilization:
  - Mental Health Services
  - Food Bank/Home-Delivered Meals
  - Medical Transportation Services
- The following categories have been fully expended and are being supplemented with Ending the HIV Epidemic (EHE) funds:
  - Local AIDS Pharmaceutical Assistance
  - Emergency Financial Assistance
- Health Insurance Premium & Cost Sharing Assistance is below target due to delays in claim submissions by clients
- Medical Nutrition Therapy appears to be over target, but the higher expenditure is due to prepurchase of nutritional supplements
- Psychosocial Support Services are seeing reduced utilization due to provider vacancies

Members discussed instances of delays in ADAP payment of premiums leading to delays in patient care. Members were encouraged to reach out to the ADAP Program supervisor if there are clients experiencing delays in their care due to payment delays.

**Part A Quarterly Utilization Report: Q2-Q3 2024-2025**

Pedro Huertas-Diaz provided the following information:

- The Orlando EMA Ryan White Part A provides services in Orange, Osceola, Seminole, and Lake Counties.
- All data presented was compiled from Provide Enterprise.
- Data includes utilization for Part A and MAI funding.
- Summary of clients by core and support services.

<b>Percent Change in Utilization Q2-Q3 2024-2025 Core Services</b>	
Medical Case Management	-5%

Outpatient Ambulatory Health Services	2%
Oral Health Care	-12%
Early Intervention Services	-2%
Local AIDS Pharmaceutical Assistance Program <sup>1</sup>	-
Mental Health Services <sup>2</sup>	6%
Health Insurance Premium & Cost Sharing Assistance <sup>3</sup>	63%
Medical Nutrition Therapy	-16%
Substance Abuse Services – Outpatient <sup>4</sup>	-50%

<sup>1</sup>No new data was provided for Q3 since this category is now being funded by EHE

<sup>2</sup>Only 2 months reported, still waiting on invoice from November

<sup>3</sup>Large increase can be attributed to clients waiting until the end of the year to submit their invoices

<sup>4</sup>Only 1 month reported, still waiting on invoices from 2 months, so percent change in clients is not accurate

<b>Percent Change in Utilization Q2-Q3 2024-2025 Support Services</b>	
Referral for Health Care & Support Services	-4%
Medical Transportation	-7%
Psychosocial Support Services	-32%
Food Bank/Home Delivered Meals	-32%
Emergency Financial Assistance*	-
Substance Abuse Services - Residential	0%

\*No new data was provided for Q3 since this category is now being funded by EHE

Members discussed why there was a decrease in utilization in Food Bank/Home Delivered Meals and Psychosocial Support. There are vacancies in the Psychosocial Support category, and Food Bank Services are trying to refocus the target population to control expenditure.

Members also discussed past discrepancy of clients and units served. Reduction in units is due to providers more accurately entering their units.

#### **EHE Update 2023-2024 Utilization & Expenditure**

Nicole Virtue provided the following updates to the 2023-2024 Annual Utilization and Expenditure report:

- Data was provided from the Linkage to Care Community Dashboard (Slide 13). A total of 280 out of 396 recorded clients were linked to

care as of November 30<sup>th</sup>, 2024. 46% of those clients were linked to care in less than 30 days.

- Data was provided on the utilization of the One Stop Shop with extended hours (Slide 14). There have been 74 visits since May 2021.
- Language was added to reflect the flexibility of Peer Support Services and Enhanced Case Management to engage with clients in the community. (Slides 19 & 21)
- Data was provided on the outcomes of the Orlando Health Emergency Room HIV Coordination initiative (Slide 25). Since the start of the initiative, 3,179 patients were tested in the ER, 2,893 (91%) were not reactive, 188 (6%) reactive.
  - Members discussed the difficulties being faced in fully implementing this initiative so that HIV testing is a standard opt-out aspect of routine blood testing. There has been pushback from hospital administration to implement the agreed upon processes. The mayor and Surgeon General have gotten involved. There has been ongoing discussion for the past 5 years. There was a suggestion to get letters from leaders in the community to highlight the importance of testing.
- Data was provided on the outcomes of the Jail Linkage Program (Slide 26). Over 13,067 tests completed since August 2021, 12,776 (98%) were non-reactive, 291 (2.2%) were reactive.
- Data was provided on the EHE Viral Suppression Outcomes (Slide 32). 2023-2024 saw 80% of the 1,658 clients served achieving viral suppression.
- Data was provided on the EHE Annual Retention in Care Outcomes (Slide 33). 2023-2024 saw 67% of the 1,658 clients served being retained in care.

Nicole also shared that future EHE plans will be dependent on the amount of funding received.

**Part B Monthly Expenditure Report  
(Expenditures as of November 30, 2024)**

Evan Cochuyt reported the following:

- Grant Month Number: 8
- Target Expenditures: 67%
- Actual Expenditures 60%
- Difference: 6%

Evan provided the following information regarding the Part B monthly expenditures:

	<ul style="list-style-type: none"> <li>• The following service categories are below target: <ul style="list-style-type: none"> <li>○ Health Insurance Premium &amp; Cost Sharing Assistance, Substance Abuse Outpatient, and Non-Medical Case Management due to reduced utilization</li> <li>○ Home &amp; Community-Based care due to reduced need</li> <li>○ Medical Case Management due to reduced case loads</li> <li>○ Mental Health due to a provider transition, and clients with insurance opting to see other providers in their network</li> <li>○ Oral Health Care; The existing dental plan ended December 31<sup>st</sup>, and the category will be shifting to fee-for-service</li> </ul> </li> <li>• The following service categories are above target: <ul style="list-style-type: none"> <li>○ AIDS Pharmaceutical Assistance and Emergency Financial Assistance due to the category funds supplementing a closed funding source through June 30<sup>th</sup></li> <li>○ Medical Transportation Services due to increased utilization of rideshare services</li> </ul> </li> <li>• Clinical Quality Management is above target, and adjustments were made in Q2 due to staffing changes</li> </ul> <p><b>GR Monthly Expenditure Report (Expenditure as of November 30, 2024)</b></p> <p>Evan Cochuyt reported the following:</p> <ul style="list-style-type: none"> <li>• Grant Month Number: 5</li> <li>• Target Expenditures: 42%</li> <li>• Actual Expenditures: 51%</li> <li>• Difference: -9%</li> </ul> <p>Evan provided the following information regarding the GR monthly expenditures:</p> <ul style="list-style-type: none"> <li>• Food Bank/Home-Delivered Meals is on target</li> <li>• Referral for Healthcare Support is above target due to FTEs being shifted to GR from Part B</li> </ul>
<p><b>Unfinished Business:</b></p>	<p><b>Follow-up on Ad-Hoc Housing Committee</b>  Claudia Yabrudy reported on the discussion at the previous Executive Committee meeting regarding the formation of an ad-hoc housing committee. The Executive Committee recommended that before forming a new committee, the Planning Council should first hear from the Homeless Service Network (HSN) to better understand the state of the crisis and how CFHPC can get involved. A representative from the HSN will be attending the Planning Council Business Meeting on January 29<sup>th</sup> to share information, and the Planning Council can revisit the matter afterwards.</p> <p><b>Mental Health Services Service Standards</b></p>

Members were presented with the draft of Mental Health Services Service Standards for review and to make updates. Members were informed that no changes were recommended by Part A or Part B.

After discussion, members recommended the following addition:

- Include verbiage on the option of telehealth/telemedicine services

**Motion:** Jessica Seidita made a motion to forward the Mental Health Services Service Standards to the Ryan White Community Meeting and providers for review with the recommended additions. Vickie Cobb-Lucien seconded the motion. The motion passed with a unanimous vote.

### **Other Professional Services Service Standards**

Members were presented with a draft of the Other Professional Services Service Standard, as well as examples of the same service standard from other EMAs for review. Members discussed the cost of legal services, as well as the idea to develop relationships with the Legal Aid Society and the Florida Bar Association.

After discussion, members recommended the following changes:

- Rewrite Standard 1.3 to solely state that legal service providers will be required to receive a Ryan White HIV/AIDS Program overview and update the measures to require documentation of completed training.
- Remove Standards 2.3 and 2.4
- Addition of measures for Standard 2.5
- Addition of “at least three documented attempts” to Standard 3.1

Claudia Yabrudy informed members that this Service Standard needs to be reviewed by the Orange County legal department before being forwarded to providers for review.

### **Home & Community Based Health Services Service Standards**

Members were presented with a draft of the Home & Community Based Health Services Service Standard, as well as examples of the same service standard from other EMAs for review. Whitney Marshall reviewed the updates made to the service standards since the last committee meeting.

After discussion, members recommended the following:

- Remove Standards 1.1 and 1.2 due to no other example of service standards containing similar language

**Motion:** Angie Buckley made a motion to postpone the review of the Home & Community Based Health Services Service Standards until the next

	<p>meeting. Vickie Cobb-Lucien seconded the motion. The motion passed with a unanimous vote.</p> <p><b>MOU- RWHAP/Part A/Area 7/CFHPC</b></p> <p><b>Motion:</b> Jessica Seidita made a motion to postpone review of the MOU until the next meeting. Priscilla Torres-Theobald seconded the motion. The motion passed with a unanimous vote.</p>
<p><b>New Business:</b></p>	<p><b>Assessment of the Administrative Mechanism (AAM)</b> Whitney Marshall reviewed the updates made to the 2024-2025 Assessment of the Administrative Mechanism (AAM) Scope of Work. Members were given the opportunity to make suggestions.</p> <p>Members recommended the following addition:</p> <ul style="list-style-type: none"> <li>• The review of the sub-recipient and Planning Council member surveys to take place on or around March 4, 2025.</li> </ul> <p><b>Motion:</b> Jessica Seidita made a motion to approve the 2024-2025 Assessment of the Administrative Mechanism (AAM) Scope of Work. Angie Buckley seconded the motion. The motion passed with a unanimous vote.</p> <p><b>Integrated Plan Progress Update</b> Whitney Marshall shared that PCS is working on processes to be able to provide more concrete updates on the Integrated Plan Progress.</p> <p><b>HIV Care Needs Survey</b> Members were provided with a copy of the final version of the HIV Care Needs Survey for review. Members were informed that the survey will be distributed next month. The Membership &amp; Engagement committee will come up with strategies on bringing awareness to the survey.</p> <p><b>Needs Assessment Toolkit</b> Members were provided with a copy of the final version of the Needs Assessment Toolkit for review.</p>
<p><b>Announcements:</b></p>	<ul style="list-style-type: none"> <li>• The Planning Council’s first quarterly training is next Thursday, January 16<sup>th</sup> at 1:00pm to 4:30pm. Members were asked to take the DiSC assessment before then.</li> </ul>

<b>ACTION ITEMS</b>	
<b>Responsible Party</b>	<b>Item</b>

<b>Next Meeting:</b>	February 6, 2025
<b>Adjournment:</b>	12:01 PM

Prepared by:     *Laura Perez*     Date:     1/15/2025    

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT