

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

November 7, 2024

Call to Order: The SSPQ Committee Chair, Alelia Munroe called the meeting to order at 9:31 a.m. at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Alelia Munroe, Maria “Angie” Buckley, Anthony McNeil, Yvelouse Agustin-Leow, Andre Antenor via teleconference, Jessica Seidita via teleconference, Gabrielle Leonce-Mendez via teleconference

Members Excused: Priscilla Torres-Theobald, Charlie Wright, Ira Westbrook, Monika Trejos-Kweyete, Vickie Cobb-Lucien

Members Absent: None

Recipient & Lead Agency Staff Present: Pedro Huertas-Diaz, Maria Torres, Evan Cochuyt, Doris Huff via teleconference, Yasmin Andre via teleconference

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

Approval of the agenda:	The committee reviewed the agenda and approved it as-is. Motion: Angie Buckley made a motion to approve the agenda as-is. Anthony McNeil seconded the motion. The motion was adopted unanimously without debate.
Approval of the October 3rd Service Systems Planning & Quality Minutes:	The committee reviewed the October 3 rd minutes and did not make any changes. The October 3 rd minutes were approved as-is.
Open the floor for public comment:	<ul style="list-style-type: none">• Anthony McNeil made a comment on the need for a HOPWA committee or Task force to address gaps in housing access for clients in the community. He suggested a collaborative effort between HOPWA, HRSA, HUD, and representatives from state and local government to address this issue. He shared a story about a client struggling with housing access, and re-emphasized the need for a more effective system for clients.<ul style="list-style-type: none">➤ Part A responded to the comment & offered support, encouraged clients to reach out to Part A for resources.

	<ul style="list-style-type: none"> ➤ Angie Buckley commented that HOPWA is more complicated than Ryan White, and elaborated on the added complexities of dealing with hotels, as well as the strict nature of HUD's guidelines. ➤ Alelia Munroe suggested expanding the scope for the housing task force to include agencies other than HOPWA; will bring request to Executive Committee for an ad-hoc housing committee • PCS did not receive any comment cards.
<p>Reports:</p>	<p>Part A Monthly Expenditure Report <i>(Expenditures as of September 30, 2024)</i></p> <p>Pedro Huertas-Diaz reported the following:</p> <ul style="list-style-type: none"> • Percentage of Fiscal Year Transpired: 58.33% • Target Expenditures: 58.33% • Actual Expenditures 66.35% • Difference: -8.02% <p>Pedro Huertas-Diaz provided the following information regarding the Part A monthly expenditures:</p> <ul style="list-style-type: none"> • Part A is monitoring utilization for the following service categories: <ul style="list-style-type: none"> ○ Outpatient/Ambulatory Health Services ○ Oral Health Care ○ Substance Abuse Services – Outpatient ○ Referral for Healthcare/Support Services • AIDS Pharmaceutical Assistance and Emergency Financial Assistance categories will both be covered by Ending the HIV Epidemic (EHE) funds going forward. • Health Insurance Premium & Cost Sharing Assistance is currently well below target, but the expenditure will increase once clients submit invoices towards the end of the year • Mental Health Services is seeing a substantial increase in utilization due to the billing costs of the new provider • Medical Nutrition Therapy is above target due to the purchase of nutritional supplements and the hiring of a nutritionist • Food Bank/Home-Delivered Meals has been experiencing increased utilization due to the popularity of a new home-delivered meals service • Medical Transportation services is experiencing increased utilization of rideshare services, particularly from clients living in Lake or Osceola counties receiving services in Orange County • Psychosocial Support Services is below target due to provider vacancies <p>Part B Monthly Expenditure Report <i>(Expenditures as of September 30, 2024)</i></p>

Evan Cochuyt reported the following:

- Grant Month Number: 6
- Target Expenditures: 50%
- Actual Expenditures 45%
- Difference: 5%

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

- AIDS Pharmaceutical Assistance and Emergency Financial Assistance had both been supplementing a closed funding source that has since reopened as of July 1st
- The following categories are experiencing reduced utilization/need:
 - Health Insurance Premium/Cost Sharing
 - Home and Community Based Care
 - Substance Abuse Outpatient
 - Non-Medical Case Management
- The following categories are experiencing increased utilization:
 - Medical Transportation
 - Referral for Healthcare Support
- The following reallocations were made September 1st:

Service Category	Reallocation
Medical Case Management	- \$13,027.30
Mental Health	\$22,185.22
Substance Abuse Outpatient	- \$10,000.00
Outpatient Ambulatory Health Services	\$35,607.62
Medical Transportation	\$10,000.00
Referral for Healthcare Support	- \$20,892.54
Non-Medical Case Management	- \$23,873.00

GR Monthly Expenditure Report
(Expenditure as of September 30, 2024)

Evan Cochuyt reported the following:

- Grant Month Number: 3
- Target Expenditures: 25%
- Actual Expenditures: 30%
- Difference: -5%

Part B & GR Q2 Utilization & Expenditures

Evan provided the following information regarding Part B quarterly utilization and expenditures:

- The data presented in the report was compiled from CAREWare and the AIDS Information Management System (AIMS)

- The Area 7 Ryan White Part B & General revenue program provides services in Orange, Osceola, Seminole, and Brevard Counties
- An overview of utilization of core and support services

Percent Change in Utilization Q1-Q2 2024-2025 Core Services	
Local Pharmaceutical Assistance Program	-48%
Early Intervention Services	16%
Health Insurance Premium & Cost Sharing	79%
Medical Case Management	-28%
Mental Health	-38%
Oral Health Care	-7%
Outpatient Ambulatory Health Services	-22%
Home & Community-Based Care	-64%
Substance Abuse Outpatient	0%

Percent Change in Utilization Q1-Q2 2024-2025 Support Services	
Non-Medical Case Management	-22%
Referral for Health Care & Support Services	-36%
Medical Transportation	79%
Emergency Financial Assistance	-77%

**PCS Quarterly Expenditures Report
(Expenditures as of August 31, 2024)**

Whitney Marshall reported the following:

- Grant month Number: 2
- Target Expenditures: 50%
- Actual Expenditures: 47%
- Difference: 3%

Whitney provided the following information regarding PCS expenditure:

- Funds from the Professional Services category will be used to cover expenditure in Travel & Meetings
- In the future, only the AAM consultant will be covered by Professional Services; the consultant was paid in September

New Business:

Data Presentation Process:

PCS reviewed recommended changes made to the Data Presentation Process in preparation for the first quarterly training taking place in January. Changes were made in the following sections:

- Previous Trainings – reflecting the change from 1 annual training session to 3 quarterly training sessions

- Training Attendance – setting expectations for training attendance, particularly specifying that members must be present for the majority of the training session for their attendance to be counted
- Roll Calls

Motion: Anthony McNeil made a motion to approve the revised Data Presentation process to be forwarded to the Executive Committee. Angie Buckley seconded the motion. The motion passed with a unanimous vote.

Service Standards: Policy & Procedure

Whitney Marshall explained the purpose for creating a Policy and Procedure for the creation of Service Standards. Members were presented with a draft of the policy based off the existing policy for Review of Service Standards. The draft included the addition of a new set of procedures for the development of the service standards. Alelia Munroe made suggestions for changes to the wording of the procedures.

Alelia Munroe proposed that the Service Standard Policy & Procedure be adopted with the recommended changes. The members unanimously agreed.

Service Standards: Home & Community Based Health Care Examples

Members reviewed a draft of the Home & Community Based Healthcare Service Standard that was developed by Part B. Members were also provided with examples of the same service standard from other EMAs and TGAs for review. Members discussed the draft and made the following preliminary edits:

- Updated the content of several Treatment Guideline standards
- Added a note that the primary scope of the service category is for durable medical equipment, but that other allowable activities under the service category may be approved on a case-by-case basis
- Updated the content of the Implementation of Care Plans standards and measures
- Added a new section for Discharge standards

Motion: Anthony McNeil made a motion for the Home and Community Based Health Services Service Standard to be sent to committee members for a 60-day review and to then be finalized at the next SSPQ meeting. Angie Buckley seconded the motion. The motion passed with a unanimous vote.

Service Standards: Other Professional Services Examples

Members reviewed a draft of the Other Professional Services Service Standard. Members were also provided with examples of the same service standard from other EMAs and TGAs for review. Members discussed the draft as well as concerns regarding the cost of legal services. After discussion, members made the following preliminary edits:

	<ul style="list-style-type: none"> • Added a note that the funding for this service category is restricted to legal services only, which includes the expungement of criminal records and associated costs • Created a separate standard for SSI/SSDI Outreach, Access, and Recovery (SOAR) <p>Motion: Angie Buckley made a motion for the Other Professional Services Service Standard and examples to be emailed to committee members for a 60-day review at the next SSPQ meeting. Anthony McNeil seconded the motion. The motion passed with a unanimous vote.</p> <p>HIV Care Needs Survey Draft Members reviewed and discussed the draft for the HIV Care Needs Survey. After discussion, members made recommendations to be passed along to the FCPN for their upcoming meeting.</p> <p>FCPN Needs Assessment Toolkit Members reviewed and discussed the draft for the FCPN Needs Assessment Toolkit. After discussion, members made recommendations to content for Best Practices, Advantages, and Disadvantages to be passed along to the FCPN for their upcoming meeting.</p> <p>Alelia Munroe encouraged members to send any further recommended changes to PCS.</p> <p>MOU – RWHAP/Part A/Area 7/CFHPC Members were provided with a copy of the Memorandum of Understanding (MOU) between the Ryan White HIV/AIDS Program (RWHAP) Part A Recipient, Area 7 Lead Agency and the Central Florida HIV Planning Council. Members will have until the next committee meeting to review and recommend changes to the MOU.</p>
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Announcements: No announcements.


ACTION ITEMS

Responsible Party	Item
PCS	Send SSPQ members examples of the discussed Service Standards from other EMAs/TGAs as part of the 60-day review

Next Meeting: January 9, 2025

Adjournment: 11:56 AM

Prepared by: Laura Perez Date: 11/13/2024

Approved by:  Date: 1/9/2025