

Central Florida HIV Planning Council

Service Systems Planning & Quality (SSPQ) Committee Minutes

March 6, 2025

Call to Order: The SSPQ Committee Chair, Alelia Munroe, called the meeting to order at 9:30 AM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Ira Westbrook, Jessica Seidita, Alelia Munroe, Anthony McNeil, Charlie Wright, Maria “Angie” Buckley, Rene Cotto-Lewis, Vickie Cobb-Lucien, Andre Antenor (via teleconference), Monika Trejos-Kweyete (via teleconference), Gabrielle Leonce, Yvelouse Augustin-Leow (via teleconference)

Members Excused: Priscilla Torres-Theobald

Members Absent: None.

Recipient & Lead Agency Staff Present: Evan Cochuyt, Doris Huff, Pedro Huertas-Diaz, Kala Hubbard, Yasmin Andre, Claudia Yabrudy (via teleconference)

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

Approval of the agenda:	The committee reviewed the meeting agenda and recommended the following changes: <ul style="list-style-type: none">• Add 2025-2026 Final Allocation presented by Claudia Yabrudy to Part A Reports• Add Kala Hubbard’s name as presenter for Part A Quality Management Update <p>Motion: Anthony McNeil made a motion to accept the agenda with the recommended changes. Angie Buckley seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the February 6 Minutes:	The committee reviewed and approved the February 6 minutes as presented.
Open the floor for public comment:	<ul style="list-style-type: none">• Vickie Cobb-Lucien shared that Embrace Health will be hosting a mammogram bus on-site on Friday, March 14th in honor of Women and Girls HIV/AIDS Awareness Day.• PCS did not receive any comment cards.
Reports:	<p>Part A Monthly Expenditure Report <i>(Expenditures as of January 31, 2025)</i></p> <p>Pedro Huertas-Diaz reported the following:</p>

- Percentage of Fiscal Year Transpired: 83.33%
- Target Expenditures: 91.67%
- Actual Expenditures 94.22%
- Difference: -2.55%

Pedro provided the following information regarding the Part A monthly expenditure:

- It is likely that the Oral Health Care category will be overspent.
- Health Insurance Premium & Cost Sharing Assistance expenditure will increase once client claims are fully processed.
- The Mental Health Services category is overspent, in contrast to low utilization in the past.
- The Referral for Healthcare/Support Services category is overspent.
- The Psychosocial Support Services category is underspent, due in part to vacancies at the agencies during the year.
- The Emergency Financial Assistance category was now being covered by Ending the HIV Epidemic (EHE) funds.

Claudia Yabrudy also provided an update regarding HOPWA not accepting new clients as they are working on transiting clients being referred to HOPWA from the EHE housing program.

Part A Quality Management Update

Kala Hubbard gave a report on Annual Retention and Viral Suppression in the EMA by Service Category (Outpatient Ambulatory Health Services (OAHS), Medical Case Management (MCM), and Referral for Healthcare/Support Services (RS)) and demographics for 2024.

Members were informed that the national targets are set by HRSA, and the individual service categories’ targets are set by the Clinical Quality Management Committee.

EMA Annual Retention 2024		
Category	Target	Q4 Actual
OAHS	79%	78%
MCM	70%	70%
RS	72%	71%
Overall	-	70%

EMA Viral Suppression 2024		
Category	Target	Q4 Actual
OAHS	94%	93%
MCM	90%	86%
RS	94%	92%
Overall	95%	92%

EMA Q4 2024 Viral Suppression by Sex	
Sex	Percentage
Female	92%
Male	92%
Unknown	87%

EMA Q4 2024 Viral Suppression by Race	
Race	Percentage
Black	88%
White	95%
Other	95%

EMA Q4 2024 Viral Suppression by Ethnicity	
Ethnicity	Percentage
Hispanic	96%
Non-Hispanic	90%

EMA Q4 2024 Viral Suppression by Age Group	
Age Group	Percentage
18-28	86%
29-38	89%
39-48	91%
49-58	93%
59+	96%

Members provided feedback on the data presentation and made suggestions for how the data could be presented differently in the future. Part A offered to incorporate the suggestions into an updated report to the Planning Council at the next Planning Council Business meeting.

2025-2026 Part A Final Allocation

Claudia Yabrudy presented the proposed re-allocation based on level funding for grant year 2025-2026, reviewing the reasoning behind each proposed reallocation, and including the plan to shift funding sources for EIS and Peer support services to EHE. Claudia also noted that Part A wants to delay the funding of new core services until the full grant has been awarded, if additional funds are received.

Motion: Jessica Seidita made a motion to approve the proposed reallocations for 2025-2026 recommended by the Recipient Office. Angie Buckley seconded the motion.

In Favor	Against	Abstain
11	0	0

The motion was adopted with a unanimous roll-call vote.

**Part B Monthly Expenditure Report
(Expenditures as of January 31, 2025)**

Evan Cochuyt reported the following:

- Grant Month Number: 10
- Target Expenditures: 83%
- Actual Expenditures 79%

- Difference: 4%

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

- The following service categories are below target expenditure:
 - AIDS Pharmaceutical Assistance – due to delayed invoicing
 - Health Insurance Premium & Cost Sharing Assistance – due to reduced utilization; an amendment is pending
 - Home & Community-Based Care – due to reduced utilization
 - Medical Case Management
 - Oral Health Care – due to delayed invoicing
- The following service categories are above target expenditure:
 - Substance Abuse Outpatient
 - Emergency Financial Assistance
 - Referral for Healthcare Support
 - Non-Medical Case Management

GR Monthly Expenditure Report
(Expenditure as of January 31, 2025)

Evan Cochuyt reported the following:

- Grant Month Number: 7
- Target Expenditures: 58%
- Actual Expenditures: 66%
- Difference: -8%

Evan provided the following information regarding the GR monthly expenditures:

- 3 of the 4 funded service categories are above target expenditure due to increased/higher than expected utilization.
 - Yasmin Andre explained that there is flexibility with the remaining funds due to possible amendments and Part B entering a new contract year soon.

Part B & GR 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 Q2-Q3 2024-2025	
Core Services	
Local Pharmaceutical Assistance Program	-63%
Early Intervention Services ¹	29%

Health Insurance Premium & Cost Sharing	-5%
Medical Case Management ²	194%
Mental Health	-62%
Oral Health Care	-11%
Outpatient Ambulatory Health Services ³	82%
Home & Community-Based Care	125%
Substance Abuse Outpatient ⁴	-100%

¹ Vacancy was filled, allowing for more clients to be seen.

² Part B shifted its case management model in Brevard County so that all clients are assigned a Medical Case Manager.

³ One of the providers shifted away from a fee-for-service model, and is now billing for staff time

⁴ One client was utilizing the services in Q1 and Q2 but not in Q3

Percent Change in Utilization Q2-Q3 2024-2025 Support Services	
Non-Medical Case Management	80%
Referral for Health Care & Support Services	-41%
Medical Transportation	-24%
Emergency Financial Assistance	-71%

Part B Quality Management Update

Evan Cochuyt provided a report on Part B Viral Suppression and Annual Retention data for 2024. He shared that the target for Viral Suppression was 89%, and the target for Retention In Care was 74%.

Viral Suppression – 2024 Q4		
Overall		82%
Sex	Female	83%
	Male	82%
	Unknown	71%
Age	19-24	100%
	25-34	77%
	35-44	77%
	45-54	82%
	55-64	85%
	65+	86%
	Race	Black Non-Hispanic
Hispanic		88%
Other		64%

Retention In Care – 2024 Q4		
Overall		68%
Sex	Female	72%
	Male	52%
	Unknown	70%
Age	19-24	73%
	25-34	58%
	35-44	60%
	45-54	72%
	55-64	70%
	65+	76%
	Race	Black Non-Hispanic
Hispanic		74%
Other		72%

	White Non-Hispanic	82%		White Non-Hispanic	92%
EIIHA	Black MMSC	79%	EIIHA	Black MMSC	60%
	Hispanic MMSC	88%		Hispanic MMSC	70%
	White MMSC	82%		White MMSC	67%
	Black Heterosexual	83%		Black Heterosexual	72%

Unfinished Business:

Integrated Plan Update

Whitney Marshall provided the following update regarding the Integrated Plan:

- The Lead Agency, Part A Recipient, Area 7, and PCS met to create a plan for entering the progress for each of the goals and objectives of the Integrated Plan into the VMSG system. The group will meet again in April, and the committee will receive the next update in May.

Leadership Evaluations

Members were provided with a QR code to complete Leadership Evaluations via Mentimeter in order to provide constructive feedback to the Chair and Vice-Chair of the SSPQ Committee.

May and June SSPQ Meetings

Members discussed rescheduling the May SSPQ meeting date due to the current date being the morning following the April Planning Council Business Meeting. After discussion, the committee agreed to move the meeting date to May 8th.

Motion: Jessica Seidita made a motion to move the May SSPQ meeting from May 1st to May 8th. Vickie Cobb-Lucien seconded the motion.

In Favor	Against	Abstain
7	2	0

The motion was adopted with 7 in favor and 2 against via a roll call vote.

Members then discussed rescheduling the June SSPQ meeting due to a scheduling conflict with PCS. After discussion, the committee agreed to move the meeting date to June 6th.

Motion: Jessica Seidita made a motion to move the June SSPQ meeting from June 5th to June 6th. Vickie Cobb-Lucien seconded the motion.

In Favor	Against	Abstain
11	0	0

The motion was adopted unanimously via a roll-call vote.

Home and Community-Based Health Service Standard

	<p>The committee chair explained that the Service Standard for Home & Community-Based Health Services was sent back to SSPQ by the Executive Committee primarily to review Section 2.0, scope of services. The chair wished to postpone discussion of the service standard until the next meeting to allow for committee members to review the scope of services in other service standards to allow case managers to have a similar scope of responsibilities.</p> <p>Motion: Jessica Seidita made a motion to postpone discussion of the service standards for Home & Community-Based Health Services until the next SSPQ committee meeting. Vickie Cobb-Lucien seconded the motion. The motion was adopted unanimously.</p>
<p>New Business:</p>	<p>AAM Surveys</p> <p>Whitney Marshall explained that the committee had previously requested that the AAM consultant be more involved in the development of the surveys before distribution. Dr. David Cavalleri, Quality and Evaluation Manager at The AIDS Institute (TAI), reviewed the purpose of the Assessment of the Efficiency of the Administrative Mechanism (AAM).</p> <p>Dr. Cavalleri first reviewed the Planning Council Survey and made recommendations for the addition of questions regarding the following:</p> <ul style="list-style-type: none"> • Whether the recipient responds to questions in a timely fashion and in an informative manner • Whether the recipient is friendly and courteous in their communication • Whether the data provided by the recipient is easy to understand <p>Motion: Vickie Cobb-Lucien made a motion to incorporate Dr. Cavalleri’s recommendations into the Planning Council and Associate Member Survey. Jessica Seidita seconded the motion. The motion was adopted unanimously.</p> <p>The committee then reviewed the Subrecipient Survey. Members discussed whether the questions pertaining to COVID-19 need to remain.</p> <p>Motion: Jessica Seidita made a motion to remove the COVID-19 questions from the Subrecipient Survey. Angie Buckley seconded the motion. The motion was adopted unanimously.</p> <p>Dr. Cavalleri made recommendations for the addition of questions regarding the following:</p> <ul style="list-style-type: none"> • Whether the recipient responds to questions in a timely manner <p>Motion: Vickie Cobb-Lucien made a motion to incorporate Dr. Cavalleri’s recommendations into the Subrecipient Survey. Jessica Seidita seconded the motion. The motion was adopted unanimously.</p> <p>Motion: Charlie Wright made a motion to extend the meeting by 15 minutes. Jessica Seidita seconded the motion. The motion was adopted unanimously.</p>

SSPQ Workplan Update

Whitney Marshall provided an update to the SSPQ Workplan. After reviewing the Memorandum of Understanding between the Planning Council and the Recipient, it was noted that reviewing the PCS Annual Budget was not included as part of this committee's responsibilities. As a result, PCS removed the PCS Annual Budget from the workplan. The committee approved the change.

Medical Nutrition Therapy Service Standard Discussion

The Chair requested that the Nutrition Care Plan form allow for providers other than the registered dietitian to sign off in order to expedite the receipt of services for clients.

Motion: Vickie Cobb-Lucien made a motion to update the Nutrition Care Plan form to reflect that a provider or registered dietitian can sign off on the care plan. Jessica Seidita seconded the motion. The motion was adopted unanimously.

Members discussed the following recommended changes to the service standard for Medical Nutrition Therapy:

- The addition of clarifying language to the intake assessment requirements
- Clarification of the CDC Categories for levels of care
- Formatting changes

Motion: Jessica Seidita made a motion to move the service standard for Medical Nutrition Therapy with the recommended changes to the community and providers for review. Angie Buckley seconded the motion. The motion was adopted unanimously.

Early Intervention Services (EIS) Service Standard

The chair entertained a motion for a 30-day review of the service standard for Early Intervention Services.

Motion: Vickie Cobb-Lucien made a motion to have a 30-day review of the service standard for Early Intervention Services. Jessica Seidita seconded the motion. The motion was adopted unanimously.

Referral for Health Care and Support Service Standard (30 Day Review)

The service standard for Referral for Health Care and Support Services was distributed for a 30-day review by the committee.

HIV Care Needs Survey

Whitney Marshall shared that there has been no update regarding the HIV Care Needs Survey as of February 19th. The committee may consider distribution of a local version of the survey, but the matter will be discussed further at the April meeting.

Clinical Quality Management Workgroup Volunteer

	The chair requested a volunteer from the committee to participate in the CQM Workgroup. After discussion and nominations, Rene Cotto-Lewis accepted the role. The committee held a vote of affirmation for Rene as the volunteer.
Announcements:	<ul style="list-style-type: none"> • This month's Ryan White Community Meeting will be held in Lake County at LifePointe Church in Eustis. Ira Westbrook is going to try to have HIV testing done at the next RWCM in Orange County. • Embrace Health will be hosting a mammogram bus on-site on Friday, March 14th in honor of Women and Girls HIV/AIDS Awareness Day. The screening mammograms will be for women aged 40 and up.

ACTION ITEMS	
Responsible Party	Item
PCS	Check room availability for the May 8 th and June 6 th SSPQ meetings
Next Meeting:	April 3, 2025
Adjournment:	12:08 PM

Prepared by: *Laura Perez* Date: 3/13/2025

Approved by: *Andre Z* Date: 04/03/2025