

**INDIANA STATE DEPARTMENT OF HEALTH
COMPREHENSIVE HIV SERVICES PLANNING AND ADVISORY COUNCIL**
2 North Meridian Street
Indianapolis, IN 46204
Email: bappleget@isdh.IN.gov
Advisory Council Meeting
15 February 2012

ATTENDEES

Jose Arguellez	Eric Farmer	Frazier Marsh
Malinda Boehler	Julie Foltz	Megan Maxwell-Ranjbar
Jamie Broderick	Mike Hughes	Rachel Parrett
Jill Carr	Tabitha Lamm	Melanie Smith-Sanders
Daniel Dick	Shannon Loehrlein	Jesus Vesga
Alex Durall	Greg Majewski	Teresa White
Chris Ellenberger		

ABSENTEES

Jessica Adams	Keith Jabaay	Karolyn Love
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GUESTS

Randy Lykens	Katrina Miller
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ISDH STAFF

Brandi Appleget	Shawn Carney	Sara Pfaehler
Sara Bradley	Satin Hill	

The meeting began at 12:40 pm. Meeting was held at the Indiana State Department of Health in Rice Auditorium. Introductions were made and the council participated in a team building activity. The mission statement was read by Megan Maxwell-Ranjbar and quorum was established.

Minutes

- Brandi informed the council that she discovered errors in the October minutes after they were approved at the December meeting. Revisions were therefore made to the minutes and they need to be re-approved by the council. Frazier Marsh motioned, Jose Arguellez seconded, and the motion passed for the October minutes to be approved as written.
- The council also reviewed the December meeting minutes. Chris Ellenberger motioned, Jamie Broderick seconded, and the motion passed for the December minutes to be approved as written.

Membership Changes

- Brandi announced the recent resignations by Courtney Freihaut, Mary Willems-Akers, and Vicki Wilkey.
- Brandi reminded the council that members will begin reviewing the current vacancies at all meetings and conference calls. Brandi then recounted the Council's vacant seats: Care Coordination Regions 1, 5, and 8; Geographic Area Regions 1, 3, 6, and 7; Affected Communities IDU; Consumer Representative in all Regions except Regions 1, 4, 7, and 11; Federal Grantees for Part C and two others; Service Provider for Mental Health, Substance Abuse, and Primary Care; Community Based Organization from outside Indianapolis; and Community Planning or Other Community Member.
- Brandi announced that the council will be making a big recruitment push throughout 2012 and encouraged all members to help with recruitment by thinking about the council's vacancies. Brandi also introduced the new recruitment recommendation form in members' folders. Members can easily turn in recommendations by completing this form and leaving in their folder after the meeting. Brandi will then contact all potential recruits with CHSPAC information.
- Brandi introduced the new Committee Co-Chairs as Chris Ellenberger (Planning) and Jill Carr (Evaluation).
- Brandi also reminded the council that Mary Willems-Akers' resignation left the Council's Vice Chair position vacant. The nominated candidates, Frazier Marsh and Mike Hughes introduced themselves to the council. Brandi referred the council to ballots located in their folders and asked the members to select their choice for the new Vice Chair. Ballots were collected to be tallied and the selection announced later in the meeting.

Council Surveys

- Brandi reminded the council of the year-end survey that was sent via email after the December meeting. Brandi presented the results from this survey. Fifteen surveys were collected. Nearly all statements scored in the agree (4 points) to neutral (3 points) range:
 - Understanding of the purpose and function of CHSPAC – 3.6
 - Feeling that member's perspective is important to the Council – 3.6
 - Break-out sessions are helpful to members' participation – 3.8
 - Meeting environment to open and supportive of questions – 3.8
- The Executive Committee and ISDH staff agreed that more definitive or positive responses would have been preferred. Brandi presented the council with the Executive Committee's suggestions for improvement including a mass re-orientation and organizing work groups within the committees. Council members provided feedback on these suggestions:
 - Hosting a webinar for each section of member orientation would be helpful for reacquainting members with the purpose of CHSPAC, its policies and procedures, and ISDH programs. Members reported that they would attend such webinars if they were organized. MATEC has webinar capability that it can share with the Division if necessary.
 - Conference calls could also be held by webinar as to provide a visual element to the discussions. This may also boost conference call attendance.
 - It would be helpful for members to know why their particular seat is included in the matrix (i.e., what does each seat bring to the council and why is their perspective important).
 - Instructions for council tasks should be more descriptive so members know exactly what they should do and what is expected of them.
 - Breaking into work groups during committee break-out sessions and other committee tasks would make members feel more comfortable voicing their opinion due to the smaller group size.
- Brandi referred members to the Unmet Needs survey in their folders. Members were asked to rank service categories on how important they are and by how met/unmet they are through current resources. She reminded members that they will have an opportunity to develop their own committee projects based on the results of these surveys. Results of the surveys will be shared at a future meeting.

Division Update

- Shawn reported that the Part B grant has been completed and level funding was requested (approximately \$12M). The results of the grant request will likely be available on or around April 1, 2012. Shawn reminded the council that Part B funds the Medical Services Program. Rebates from the 340B program also help fund this program.
- Shawn reminded the council that Delta Dental coverage was purchased for 1886 Medical Services Program enrollees, effective January 1, 2012. Overall, providing dental coverage has received rave reviews. However, the Division recently learned that IU School of Dentistry is not a Delta Dental provider and this has caused some minor confusion and complications in the Marion County TGA. The Division has a meeting scheduled with Delta Dental, IUSD, and Part A staff to discuss possible solutions.
 - Malinda suggested making contact with the Indiana Dental Association for help identifying HIV-friendly providers in the Delta Dental network.
 - Shawn also reported that Brandi is reviewing the Delta Dental provider list and Practical Resource Guide to identify HIV-friendly dentists who are also in the Delta Dental network.
 - Brandi reminded the council that clients are being enrolled in Delta Dental coverage on a quarterly basis so a client may have a slight delay in receiving dental benefits after enrollment into the Medical Services Program.
- Shawn reported that the Division has been assigned a new HRSA project officer, Helen Rovito.
- Shawn reported that the Care Coordination program has distributed its RFP to interested parties. Applications are due back in March and the Division anticipates a lot of competition for positions this year.

Committee Work – Planning Committee

- Brandi began by discussing the committee conference calls. While attendance on these calls is not mandatory, it is suggested and helps the committee get its tasks accomplished. Because quorum could not be established on the last two calls, the minutes could not be approved. The committee therefore reviewed the conference call minutes from September, November, and January for approval.
 - Frazier Marsh motioned, Eric Farmer seconded, and the motion passed for the September minutes to be approved as written.
 - Jamie Broderick motioned, Chris Ellenberger seconded, and the motion passed for the November minutes to be approved as written.
 - Chris Ellenberger motioned, Frazier Marsh seconded, and the motion passed for the January minutes to be approved as written.

- Brandi welcomed Satin Hill and Sara Pfaehler, the Medical Services Program staff, to the committee meeting to aid in its discussions of the “Table of Services Not Covered” document. Brandi began the discussion by updating the committee on the documents’ conversion to a Service Notice for distribution to Care Coordinators for educational and reminder purposes. After recently distributing this notice, an error was discovered in relation to home health care. The Division revised the notice for redistribution, using the description “Custodial Care.” Brandi asked for the committee’s feedback on how custodial care could be described in a meaningful way in the consumer version of this document. The committee agreed to use the term “non-medical nursing care,” with examples to make the term more meaningful.
 - The committee provided additional suggestions regarding language and grammatical changes.
 - The committee agreed that the document should encourage the client to contact his/her Care Coordinator with questions.
 - The committee then discussed how the document could be distributed to clients. Satin explained that including the document with the program’s welcome packet would likely result in the document being missed and set aside. The document could also be confusing or misleading for clients who are not on full ICHIA/HIAP benefits (the same welcome packet is mailed to all Medical Services Program enrollees, regardless of coverage type). The committee agreed that the document could be distributed through Care Coordinators; Care Coordinators could use it as a tool for explaining the client’s coverage after the client is enrolled in coverage. The committee also suggested that the document be converted into a brochure for clients to pick up in the Care Coordinator site’s waiting room with a note to discuss the information with their Care Coordinator.
- The committee then broke into two work groups to review the Comprehensive Plan for necessary updates. Members were asked to make note of items that need updated, as well as any suggestions for additions or other changes.
 - Eric, Alex, Chris, Jamie, and Teresa discussed Section 1, Current System of Care
 - Frazier, Malinda, Jesus, Greg, and Shannon discussed Sections 2 and 3, Optical System of Care and Service Delivery Plan
 - Each work group began making notes for their section. They agreed to continue their discussions and work during work group conference calls. The committee agreed that these work group conference calls will be held in lieu of the full committee conference call in March.

Committee Work – Evaluation Committee

- Shawn began by providing a brief description of the information housed in the Clinical Quality Management and Your Region reports. The committee then broke into two work groups to review these documents.
 - Julie Foltz, Mike Hughes, Daniel Dick, and Megan Maxwell-Ranjbar reviewed the Your Region report. The group discussed the information and data included in this report in regards to what should be omitted and what could be expanded to be most helpful to the reports’ recipients. The committee agreed that the SPSP information could be expanded. The group also discussed including co-location information in the report (e.g., identify which sites have an Infectious Disease physician on staff, etc.). The group agreed to continue its discussion and work during a work group conference call.
 - Jill Carr, Melanie Smith-Sanders, Rachel Parrett, Jose Arguellez, and Tabitha Lamm reviewed the Clinical Quality Management report. The group discussed the tables and data included in this report in regards to what could be expanded upon to be most helpful to providers. The group also discussed ways that the data could be used to encourage improvement. The group agreed that the PCP Prophylaxis data could be shared with providers through MATEC and training provided to encourage improvement on this measure. The group also discussed the need to measure pap test rates among HIV+ women, as well as Hepatitis C incidence and treatment among women and men. The group agreed to continue its discussion and work during a work group conference call.

Committee Updates

- The council reconvened and the committee chairs provided updates for their respective committees.

Planning Committee – Chris Ellenberger

- The Planning Committee discussed the table of services not covered project and made revisions to a draft. The committee also discussed distributing the document through Care Coordinators and in a brochure format.
- The committee also broke into two work groups to begin discussing changes to be made to the Comprehensive Plan. The committee will continue these discussions during work group conference calls next month.

Evaluation Committee – Jill Carr

- The Evaluation Committee broke into two work groups to begin discussing changes to be made to the Clinical Quality Management and Your Region reports. Jill reported that the CQM work group discussed soliciting MATEC's assistance in providing education to providers regarding the PCP Prophylaxis measures to encourage improvement. Malinda suggested that the all parts of Ryan White (A, B, C, and F) collaborate on a quality indicators column for the MATEC newsletter. The column could feature data or general measures to bring awareness of the measures to providers.
- Julie reported that the Your Region report group discussed expanding SPSP information in the report to be more helpful for providers receiving the report.
- The committee will continue these discussions during work group conference calls next month.

Public Comments and Announcements

- Brandi began by announcing the new Council Vice Chair, Frazier Marsh.
- Brandi reminded the council that while conference call attendance is not mandatory and conference call absence does not count against members, participation is encouraged and helps the committees and council to work on its projects more effectively and efficiently.
- Jamie Broderick announced several service changes at Damien Center. The agency was awarded Ryan White Part A funds for a mental health/substance use counselor, and floating medical case manager. It is the agency's hope that these services will be available to clients regardless of Ryan White enrollment. The agency will be hiring for these positions. To manage these new programs, as well as Care Coordination, Jamie was promoted to the position of Director of Programs. Ryan McConnell was promoted to the position of Care Coordination Program Manager.

The meeting was adjourned at 3:28 pm.