CALL TO ORDER
Dr. Pat Hawkins called the meeting to order.

APPROVAL OF AGENDA
The agenda was approved.

Motion by: Nicolette Solan-Pegler
Motion 2nd by: E. Robert Smith
Motion passed.
APPROVAL OF MINUTES

The September 2, 2008 minutes were approved

Motion by:  Nicolette Solan-Pegler
Motion 2nd by:  E. Robert Smith

Motion passed.

QMI/HAA presentation

Ms. Clark reported that she was going to address the motion that had been submitted from CSCS committee to the QMI/HAA committee regarding provider site visit reports. Ms. Clark distributed two “HIV/Aids Administration Quality Management Program Quality Management Site Visit Reports” for the committee to review. Ms. Clark reported that these reports will be used to address the quarterly quality assurance provider site visit process that is performed for each provider in the Washington Metropolitan EMA:

1. Number of site provider visits
2. Number of trainings conducted
3. Number of technical assistance requested and provided
4. Significant trends by service category or findings

Ms. Clark reported that the EMA provider’s data is collected annually and entered this data into the Ryan White application that is sent to HRSA every year. HRSA then sends a Table 5 formatted report of provider site visits, independent financial audits reports, number of trainings conducted, number of technical assistance requested and provided. Ms. Clark recommended that HAA provide a quarterly report to the CSCS committee because the providers provide quarterly reports to HAA. Ms. Clark reported that HAA will provide four reports quarterly by jurisdiction in the EMA to the CSCS committee. In these reports will reflect the six core service categories that the provider organization provides.

There are two different types of site visits performed each year at the provider site and they are as follows:

1. QMI/HAA comprehensive site visits and a report of corrective action recommendations based upon deficiencies at the provider site
2. Administrative Agent site visit
QMI/HAA presentation (continued)

Ms. Clark recommended that the CSCS committee request specific data such as trends that may identify issues at provider site visits.

The committee extensively discussed the regular non-medical case management Ryan White services and the Ryan White medical case management services that were being provided in the EMA. Ms. Clark reported that there will be a CMOC meeting to address the regular non-medical case management model and medical case management model and she will send the date to Ms. Panes and Planning Council Support so that they can send it to CSCS committee. The committee discussed that the regular case management model is considered Ryan White supportive services and medical case management model would be Ryan White core services.

Ms. Clark recommended that the QMI/HAA committee provide to the CSCS committee a quarterly Quality Management site visit report and they accepted.

OLD BUSINESS

Dr. Hawkins reported that the committee still needs to be provided a report regarding what documents the providers are requesting from clients to be eligible to receive Ryan White care services across the EMA. Clients who receive Medicaid care are not eligible to receive Ryan White care services. Dr. Pat Hawkins requested again that the Grantee contact each administrative agent in the EMA and ask what documentation is required for Ryan White clients to be eligible to receive care from providers for Year 18:

1. Residency - home address document
2. Income – income tax, w-2 documents
3. Documentation required by jurisdiction
4. Consequences if documentation is not provided
NEW BUSINESS

The Care Strategy committee recommended that they change the time of their meeting to ensure that QMI/HAA representatives can attend the meeting which will be on the 1st Tuesday of the month, December 2, 2008 from 1:00 pm - 3:00 pm. The CSCS committee requested that at their meeting on December 2, 2008 the following Planning council members be invited to attend and report on the status of their task force/workgroup programs:

Data workgroup – Catalina Sol, Nicolette Solan-Pegler

- CSCS requested that Ms. Panes invite Ms. Annie Latour to bring a report on data by each jurisdiction in the EMA the new data system that HAA is recommending.
- Ms. Sol and Ms. Solan-Pegler would report on the DATA committee’s work plan regarding data.

CDQ workgroup – Dr. Elliott Bovelle

- Dr. Bovelle would report on CDQ project.
- Dr. Bovelle would also report on funding required to implement the CDQ work plan to implement project.

Medical Case Management workgroup – Maureen Deely, Brenda Hicks

- Ms. Deely and Ms. Hicks would report on CMOC meeting recommendations regarding medical and non-medical case manage protocols.
- They would also report on the work plan and the timeline to implement new protocols in the EMA.

Portability of Care/Parity – Laurence Smith

- Mr. Smith would report on portability of care/parity in the Washington Metropolitan region across the jurisdictions.
- Mr. Smith would report on the work plan and the timeline to implement portability of care in the EMA and the jurisdictions.
FUTURE ACTIONS

Emily Gantz McKay reported on the HAA/HRSA Cross-Jurisdictional meeting on Achieving Parity in Access to Services in the Washington, DC EMA on January 10, 2007, document that she distributed to the CSCS committee members. The CSCS committee discussed the importance of this report as it relates to the Planning Council’s recommendation regarding ensuring parity and portability of care for all clients in the EMA. Ms. Solan-Pegler recommended transparency for clients to go to any jurisdiction in the EMA to receive Ryan White care services.

Dr. Hawkins recommended that QMI/HAA team develop a work plan regarding the updated Standards of Care deliverables that they will provide to CSCS committee. Dr. Pat Hawkins reported that the committee still needs a MOU with the Grantee. Emily Gantz McKay recommended that she could partner with the Grantee to assist with the development of the MOU. Emily Gantz McKay reported that she would also send the Standards of Care Document to the CSCS committee to review.

The committee discussed again the importance of the request that had been sent last month to the Grantee which was as follows:

| Formal Request for technical assistance from Grantee – Gunther Freehill |

The Care Strategy Committee expressed concern about the stability of smaller providers in the EMA. The smaller providers may need technical assistance from HRSA in the following areas:

1. Medicaid provider
2. Third party payments
3. Sliding fee scale
4. Methods of cost accounting

Dr. Pat Hawkins reported on the CSCS committee’s December 2008 Work Plan activities

1. Review draft updated Comprehensive Plan and give input
2. Review task force/sub-committee reports and give feedback
3. Review best practice document on Standards of Care/Universal Care from Emily Gantz McKay
4. Review Ryan White standards of care documentation requirements of EMA providers

Ms. Panes recommended that all task force/work groups complete their work plans by December 2008 and submit them to the CSCS committee for review and feedback.

**ADJOURNMENT**

Dr. Pat Hawkins adjourned the meeting.