

**QUALITY MANAGEMENT (QM) MEETING**

Date: Thursday, July 12, 2018 at 9:00 a.m. – 10:30 a.m.  
Location: Christopher Hope Building, 1<sup>st</sup> Fl., 60 Temple St., Paterson, NJ

AGENDA ITEM	SUMMARY
<b>Outcomes in e2</b>	<ul style="list-style-type: none"> <li>❖ A review of outcomes in e2 was done.</li> <li>❖ QM is interested in looking comparative data.</li> <li>❖ Virally suppressed data has not been collected in the past.</li> <li>❖ Committee will keep the pap screenings requirement as an annual action as compared to the HRSA standard of every 3 years.</li> </ul>
<b>Quality Improvement Projects</b>	<ul style="list-style-type: none"> <li>❖ Members were asked to share current quality improvement projects taking place at their organizations, and talk about barriers and outcomes.               <ul style="list-style-type: none"> <li>○ HackensackUMC’s annual pneumonia vaccinations are doing well.</li> <li>○ St. Joseph’s started a tobacco screening and cessation program.</li> </ul> </li> </ul>
<b>Action Items</b>	
<p>--Add smoking cessation as one of the outcomes to review regularly along w/Oral Health</p> <p>--Ensure quality assurance measures in e2 are aligned with our Service Standards</p>	
<b>Client Satisfaction Survey in e2</b>	<ul style="list-style-type: none"> <li>❖ The client satisfaction survey in e2, which is currently completed 2x per year was reviewed, and the following was determined:               <ul style="list-style-type: none"> <li>▪ It is too lengthy.</li> <li>▪ Several questions must be revised in order to match the grant data, while other questions should be removed all together.</li> <li>▪ A clearer indication of the survey’s goal was reached, whereas the clients should feel comfortable in filling it out, we should be learning whether they are satisfied with the services they were provided, and ask questions that can be measured and utilized.</li> </ul> </li> </ul>
<b>Action Items</b>	
<p>--Draft a new narrowed down version of the survey and work with e2 on populated information.</p>	
<b>Health Literacy Online Training</b>	<ul style="list-style-type: none"> <li>❖ RDE is currently working on adding the assessment to e2.</li> <li>❖ A discussion took place about the structure of the training, and it was determined that it will be a 25-30 minute webinar powerpoint, for the purposes of:               <ul style="list-style-type: none"> <li>○ Giving providers an understanding of what we are trying to accomplish; providers are only administering the assessment by handing clients a hard copy, then inputting the client’s responses in e2; since this is supposed to measure the client’s literacy level, providers are not to read it to them or offer to help with any section of the assessment; the end results will fall into 1 of three categories (Inadequate, Marginal and Adequate); the goal, at this time, is to establish a baseline; it will be available in English and Spanish.</li> </ul> </li> </ul>

Action Items		Status
--Review the health literacy tool in e2		
<b>Next Meeting</b>	❖ August 9, 2018 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ Start Time 9:00 a.m.	

**MEETING MINUTES OF THE PLANNING & DEVELOPMENT (P&D) COMMITTEE**

Date: Thursday, July 12, 2018 at 10:45 a.m.  
Location: Christopher Hope Building, 1<sup>st</sup> Fl., 60 Temple St., Paterson, NJ

AGENDA ITEM	SUMMARY		
<b>Moment of Silence</b>	A moment of silence was observed for those affected by HIV/AIDS.		
<b>Welcome</b>	K. Walker called the meeting to order at 10:45 a.m., and welcomed everyone.		
<b>Attendance</b>	<p><b>Present</b></p> <ol style="list-style-type: none"> <li>1. K.Walker*</li> <li>2. J. Dillard*</li> <li>3. P. Zeno-Martinez*</li> <li>4. R. Welsh*</li> <li>5. E. Elizondo*</li> <li>6. N. Kubisky*</li> <li>7. Y. Guillen*</li> <li>8. A. Rodriguez/L. Ashe*</li> <li>9. G. Kelly*</li> <li>10. O. Pena*</li> <li>11. A. Muñoz*</li> <li>12. P. Cuffe*</li> <li>13. P. Moschella*</li> </ol>	<p><b>Recipient</b></p> <p>M. Izquierdo</p> <p><b>Guests</b></p> <p><b>Support Staff</b></p> <ol style="list-style-type: none"> <li>14. T. Schucker</li> <li>15. S. Gonzalez</li> </ol> <p><b>*P&amp;D Committee Member</b></p>	<p><b>Absent</b></p> <ul style="list-style-type: none"> <li>▪ M. Anderson*</li> <li>▪ K. Daniels*</li> <li>▪ B. Roman</li> <li>▪ A. Blakney</li> <li>▪ J.Guzman</li> <li>▪ M. Day</li> <li>▪ J.AhLee</li> <li>▪ T. Smith</li> <li>▪ L. Williams</li> <li>▪ D. Mendez</li> <li>▪ D. Wilson</li> <li>▪ I. Panagiotis</li> <li>▪ R. Folger</li> <li>▪ K. Thirukandalau</li> </ul>
<b>Approval of Minutes</b>	<b>Motion:</b> To accept the meeting minutes of June 14, 2018, motioned by N. Kubisky, seconded by E. Elizondo. A vote took place after discussing edits and/or corrections and a review of the action items. <b>Vote: 7-Yes, 0-No</b>		
<b>PCAT</b>	<p>A review of the Planning Council Action Timeline took place. P&amp;D committee is on track.</p> <ul style="list-style-type: none"> <li>▪ After the Health Literacy Tool has been implemented and analyzed, then P&amp;D can move on to a Needs Assessment for PSRA. The sources of information that were used during last year's PSRA were: service utilization data, 2016 Needs Assessment data and results from the red-ribbon exercise.</li> </ul>		
<b>Integrated Plan</b>	<ul style="list-style-type: none"> <li>❖ The committee reviewed and discussed a high-level overview (powerpoint presentation) of the status of the Integrated Plan's goals and activities.</li> <li>❖ The Integrated Plan Part II meeting will take place on <b>Thursday, October 11, 2018</b>, in place of the monthly committee meeting; <ul style="list-style-type: none"> <li>○ Everyone who participated in the January 2017 kick-off meeting in will be invited back.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ Invitation to include: cover letter, the plan along with updated implementation progress, and requests for additional updates, barriers and challenges. Stakeholders will be asked to come prepared to discuss their role in depth, have a copy of the plan printed for preference, and to bring another person from their organization if their organization is responsible for more than 1 goal because the meeting will be divided into groups by goals.</li> </ul>																				
<b>Old Business</b>	<p><u>Medical Nutrition Therapy (Core Service)</u> We cannot afford the cost to hire a Registered Dietitian and sustaining and funding a new service category would be extremely challenging. It was concluded that P&amp;D would better serve the nutritional needs of clients by asking case managers to provide a list of available resources and programs already in place that can be accessed and/or compile a comprehensive resource guide to be included in e2.</p> <ul style="list-style-type: none"> <li>○ The salary expense of a Registered Dietitian is Medicaid billable, and one suggestion was made for agencies to consider bringing a nutritionist on-board and cover the partial associated cost.</li> </ul>																				
<b>Action Items</b>	<table border="1"> <thead> <tr> <th></th> <th>Who</th> <th>Open</th> <th>Closed</th> </tr> </thead> <tbody> <tr> <td>--Begin to create list for Needs Assessment</td> <td>P&amp;D</td> <td>X</td> <td></td> </tr> <tr> <td>--Newly Enrolled Assessment</td> <td>TS/MI</td> <td>X</td> <td></td> </tr> <tr> <td>--Provide the names of invitees and attendees of the kick-off event of Jan. '17</td> <td>Admin</td> <td></td> <td>X</td> </tr> <tr> <td>--Plan to formally collect demographic data of all participants of Integrated Plan Part II</td> <td>P&amp;D</td> <td>X</td> <td></td> </tr> </tbody> </table>		Who	Open	Closed	--Begin to create list for Needs Assessment	P&D	X		--Newly Enrolled Assessment	TS/MI	X		--Provide the names of invitees and attendees of the kick-off event of Jan. '17	Admin		X	--Plan to formally collect demographic data of all participants of Integrated Plan Part II	P&D	X	
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<b>Progress Report/EIHA</b>	P&D reviewed and discussed the 2017 Progress Report as it pertains to the EIHA Plan, where challenges and achievements are outlined.																				
<b>PSRA</b>	P&D reviewed and discussed a mock PSRA presentation which gave the committee an advance view of the format in which the data will be presented. If available, materials will be sent ahead of time for the PSRA 8/7 meeting.																				
<b>Other</b>	Admin will send the link to HRSA webinar scheduled for 7/19, re: Part A grant pre-application process.																				
<b>Adjournment</b>	The meeting adjourned at 12:30 p.m. with a unanimous vote. <b>Next Meeting</b> Thursday, August 9, 2018 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time 10:45 a.m.																				