

Dutchess County HIV/AIDS Health Services Planning Council
Evaluation Committee Meeting
Minutes
Monday, December 15, 2008
3:30PM

Members in Attendance: Brad Berg, Co-Chair; Jennifer Palecek; Marilyn Rivera; Robert Selcov

Grantee Representative: Jay Landolfi; Lisa Cardinale

Planning Council Staff: Christopher Lee

I. Committee Business:

The monthly meeting of the Evaluation Committee was called to order by Brad Berg at 3:30pm on Monday, December 15, 2008 in the Planning Council office. Roll call was done at this time. Four (4) members were present at the meeting. Brad Berg was proxy for Gail Williams. A quorum was established. The draft minutes from the November 17, 2008 Evaluation Committee meeting were reviewed. There was one change made. In the sixth sentence of the second paragraph of section II, the number ‘\$44,000’ was changed to ‘\$44,500’. The sentence now reads, “It was stated that a person is not eligible for APIC if he/she earns \$44,500 or more per year”. With the changes, the minutes were accepted.

II. Updating the Standards of Care (SOC):

The Evaluation Committee continued to work on the process of updating the SOC document. The committee reviewed the *Standards of Care – Work in Progress* document and discussed further changes. The committee conversed about the standards of care for the mental health and complimentary therapy service categories. It was agreed that since these services are no longer being funded the standards of care for these specific services should be removed from the document. The committee also agreed to work on the standards for the early intervention service at a later date.

The committee discussed the SOC for the treatment adherence service. It was stated that treatment adherence is considered a core service if the service is being provided in a medical facility. If not, then it is considered a non-core service. The committee discussed treatment adherence falling under the service category of medical case management. In our TGA, treatment adherence and medical case management are allocated funds together. The committee worked on updating the SOC for the treatment adherence service category. It was agreed that the standards of care for this service can be included under the medical case management heading. See the *Standards of Care – Work in Progress* document for changes made to this section.

The SOC for the case management service category were discussed. The committee discussed case managers and their role in linking clients to services. It was stated that often it is very difficult to help clients make their own appointments and get

themselves the care they need. Sometime, it is easier for case managers to do it for them. See the *Standards of Care – Work in Progress* document for changes made to this section.

The committee reviewed the next section, emergency financial assistance services. It was stated that this funding is used for emergencies including helping clients pay their heat and phone bills and non-covered medications. The committee discussed PLWH/A receiving emergency financial assistance and the fact that proof of status is mandatory. It was stated that a clients ADAP card is proof of their HIV/AIDS status. See the *Standards of Care – Work in Progress* document for changes made to this section.

The committee moved onto discussing the standards of care for the home delivered meals service category. The eligibility of clients who receive home delivered meals was discussed. It was stated that this service was being provided to some who do not need it, therefore, the eligibility requirements were changed recently. Family members of those infected who are over the age of eighteen (18) are not eligible to receive meals anymore. The committee also discussed the emergency food pantry and vouchers. It was stated that these services fall under the emergency financial service category. See the *Standards of Care – Work in Progress* document for changes made to this section.

The medical transportation service category was discussed. The committee discussed the importance of emergency rides. Various examples of emergency rides were discussed as well as cases where the needed rides that are not as urgent. It was stated that a client must have proper documentation to get an emergency ride. The committee discussed the section of the standards of care, which will detail emergency/urgent rides versus normal medical transportation rides standards of care. The committee agreed that it is difficult to create standards because the 2009 fiscal year award amount is currently not known. See the *Standards of Care – Work in Progress* document for changes made to this section.

IV. Next Meeting:

The next Evaluation Committee meeting will be held on Monday, January 26, 2009 at 3:30 pm at the Planning Council office. At the next meeting, the committee will continue to work on the SOC and will review the work plan for the 2009 fiscal year. The committee plans to focus on the SOC for the home delivered meal, medical transportation, and early intervention services at the next meeting. The meeting was adjourned at 5:00pm.