

Dutchess County HIV/AIDS Health Services Planning Council
Evaluation Committee Meeting
Minutes
Monday, January 26, 2008
3:30PM

Members in Attendance: Brad Berg, Co-Chair; Carrie Cocurullo; Jennifer Palecek; Robert Selcov; Ellen Spagnoli

Grantee Representative: 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, January 26, 2009 in the Planning Council office. Roll call was done at this time. Five (5) members were present at the meeting. Jennifer Palecek was proxy for Marilyn Rivera. A quorum was established. The draft minutes from the December 15, 2008 Evaluation Committee meeting were reviewed. There was one change made. In the fourth paragraph of section II, the words ‘and non-covered medications’ were added to the end of the second sentence. The sentence now reads, “It was stated that this funding is used for emergencies including helping clients pay their heat and phone bills and non-covered medications”. With the change, the minutes were voted on and accepted unanimously by the committee.

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 reviewed the SOC for the home delivered meals, medical transportation, and early intervention service categories.

The committee discussed the SOC for the home delivered meals service category and client eligibility. A letter from the home delivered meal provider to its clients was reviewed. The letter outlines eligibility criteria and clients’ responsibilities. Due to a cut in funding in 2008, the home delivered meals service provider had to make stricter eligibility requirements for clients. As a result, less people were receiving home delivered meals. The committee agreed that this could be a positive thing; less meals being delivered could mean that not only is the provider not serving those who do not need this service, but it could portray that people are getting healthier and do not need the service as much. The committee made minor changes to the *Home Delivered Meals Specific Standards of Care*. See *Standards of Care – Work in Progress* document for changes.

The next section, *Medical Transportation Specific Standards of Care*, was reviewed and updated. The committee discussed typically medical transportation rides versus emergency or urgent medical transportation rides. The Planning Council has

agreed to set aside partial funding for rides that are an emergency. The Evaluation Committee agreed that the differential between normal medical transportation rides and emergency ones is a contractual issue and does not have to be specified in the SOC document. The SOC for this category will be effective for any type of medical transportation rides used. There was one change made to this section of the SOC. Please see the *Standards of Care – Work in Progress* document for the updated specific standards for the Medical Transportation service category.

The Early Intervention Specific Standards of Care were reviewed and discussed. The committee read HRSA's Ryan White program definition for Early Intervention Services (EIS). The committee discussed the fact that outreach services are funded as a different service category this year; in the past, outreach services fell under the EIS category. This year, EIS is specifically counseling, testing, and referral into care. The committee edited the *Early Intervention Specific Standards of Care*. See *Standards of Care – Work in Progress* document for updated standards. Upon discussing the SOC for the Outreach Services category, the committee agreed to work on SOC for Outreach Services after it is known whether or not this category will be allocated any funding for the 2009 fiscal year.

III. FY2009 Work Plan:

The committee reviewed and updated the FY2009 Evaluation Committee Work Plan. Please see the *Evaluation Committee Work Plan: Fiscal Year 2009* document for the committee's updated 2009 Work Plan.

IV. Next Meeting:

There will not be an Evaluation Committee meeting in February. The next Evaluation Committee meeting will be held on Monday, March 16, 2009 at 3:30 pm at the Planning Council office. At the next meeting, the committee will do a final review of the SOC and review client level outcome data. The meeting was adjourned at 5:00pm.