



315 NORTH 6TH STREET, 2ND FLOOR; P.O. Box 7007  
NEWARK, NJ 07107

PHONE: 973-485-5220

FAX: 973-485-5085

E-MAIL: [NEWARKEMA@NEWARKEMA.ORG](mailto:NEWARKEMA@NEWARKEMA.ORG)

VISIT US AT [WWW.NEWARKEMA.ORG](http://WWW.NEWARKEMA.ORG)

JOIN US ON FACEBOOK AT [WWW.FACEBOOK.COM/NEWARKEMA](http://WWW.FACEBOOK.COM/NEWARKEMA)

## RESEARCH & EVALUATION COMMITTEE

### MEETING SUMMARY

MONDAY, APRIL 18, 2011 AT 10:00 A.M.

#### I. Welcome and Moment of Silence

Deloris Dockrey, Chair, welcomed those in attendance. A Moment of Silence was observed for those living with HIV/AIDS, and for those who have passed on.

#### II. Roll Call

The Roll was called, and Quorum was established.

#### III. Public Testimony/Announcements

Suttles announced that Hope House has passed its accreditation review for the second year in a row. The Research & Evaluation Committee members extended their congratulations.

#### IV. Approval of Meeting Summary of March 21, 2011

Typographical errors were noted in the March 21, 2011 summary, and these were corrected. A motion was made to approve the corrected summary by Simpkins and seconded by Postel. The summary was then unanimously approved without further discussion.

#### V. Updates from other Committees

##### Continuum of Care Committee

COC met on April 14, 2011. The Committee reviewed a presentation on Prisoner Re-entry made by Rooney. COC will follow up on this presentation with the formation a panel or sub-committee of those agencies that offer Prisoner Re-entry programs to further discuss the project with the idea of making recommendations for programs for 2012. COC also reviewed a presentation by Christian on the status of Quality Management in 2011. It was stated that Quality Management has improved in the EMA. COC will next meet on May 12, 2011, at 9:30am.

##### Comprehensive Planning Committee

CPC met on April 8, 2011, and continued reviewing the 2009-2011 Comprehensive Health Plan, by breaking up into four groups and reviewing Part 3, "How Will We Get There?" This part details the Development of the Desired System and Assuring Access to it. The Committee will review Part 4, "How Do We Monitor Our Progress?" at its May meeting.

CPC also began discussion around the fiscal year 2012 Priority Setting and Ranking Process, which included selecting the dates for the second monthly meetings in June, July and September. The Comprehensive Planning Committee will next meet on May 13, 2011, at 9:30am.

### **Community Service Advisory Committee**

CSAC met on April 14, 2011. Dr. Johnson appointed Janice Adams-Jarrells and Brenda Hoggard Co-Chairs of the Committee, which is making significant progress in re-organizing itself. CSAC reviewed its OPPs, and discussed standardizing the length of its meetings. The Committee discussed its 2011 Calendar, using the 2010 Calendar as a guide, and making changes as needed.

CSAC further discussed the feasibility of hosting a Town Hall Meeting to gather information from community members concerning the needs of the community in regard to HIV related issues.

CSAC also discussed interfacing with providers to learn more about their experience in the three areas of focus for the 2011 Needs Assessment. Hosting a Day of Learning in 2012 was also discussed, as was participating in a Prayer Conference being held by pastor Gittens in August, 2011. CSAC will next meet on May 12, 2011, at 2:00pm.

## **VI. Old/New Business**

### **Continue Discussing the 2011 Needs Assessment**

Sharon Postel gave an update on the current progress of the 2011 Needs Assessment process. Sharon reviewed parts I and III of the Needs Assessment. Part I focuses on those Lost to Follow-Up, and Part III on Mental Health Services.

It was stated that the next step with each of these sections is to conduct chart reviews or survey providers, which requires a questionnaire for each section.

For Part I, Lost to Follow-Up, there are two groups to be surveyed or have chart reviews done: 274 clients who received services in 2008, but were lost to services in 2009 and returned in 2010, and 1400 clients who received services in 2008, were lost to services in 2009, and never returned.

It was stated that provider agencies are to be asked to conduct a chart review and report their findings for these two groups. Only a sampling of charts of the 1400 lost to services is to be reviewed.

The three page long survey tool called, "Ryan White Clients Lost to Follow-Up in 2010" would be used as a template to create a survey for the 274 clients who returned to services in 2010, and it was stated that a portion of this template could also be used for the 1400 clients who never returned to services.

Postel led the Committee in reviewing the questionnaire. It was stated that the goal is to compare the results with patient charts to determine if there are any differences, as well as to determine why the clients dropped out of care. The questionnaire further asks the payment source for those clients who received care in 2008. The importance of knowing the agency involved for follow-up purposes was discussed. It was stated that each agency will receive a list of client identification numbers that it is to conduct chart reviews on.

The goal of Section III of the survey, Mental Health Services, is to discover if there were any gaps in services, how well the services met the needs of the clients, if there were waiting lists for services, and providers' recommendations for priority setting, based on the 2010 Mental Health Services definitions.

In discussing Part III of the survey, Postel also presented a chart indicating the number of clients by provider; which clients were served each provider, and what services they received. Postel then led the Committee in reviewing the Health Survey.

It was stated that providers offering Mental Health Services covered in the survey must be licensed, e.g. psychologists, etc., and the committee chose to stipulate in the first page of the survey that a mental health assessment is provided by a licensed mental health professional.

The Committee chose to change the question which asks if there are gaps in mental health services to ask if there are waiting lists for mental health services. Providers are also asked to describe any recommendations they have, and changes they would like made for Part A Ryan White Mental Health Services. It was decided that the Mental Health Survey would be distributed to providers by Planning council staff during the week of April 18, 2011.

It was decided that in the event that gaining access to needed patient data from providers proved difficult, the Grantee would be requested to have the data gathered by the Ryan White Unit monitors.

Action Step: Postel to create cover letters for each of the above sections of the Survey, and Planning Council staff is to distribute them with the respective parts and follow up as needed.

#### **Continue to Discuss the 2010 Matrix**

It was stated that the following information is needed from the providers:

- 1 – Their most recent funding level (current contract)
- 2 – The most recently completed contract year
- 3 – total number of clients served
- 4 – Total funding (by service category, if possible)

It was stated that regarding the most recently completed contract year, the date is unimportant.

Action Step: Postel to draft a letter to Dwight Peavy to clarify questions to be asked of providers as part of the Funding Stream Analysis.

### **Finalize Self-Assessment Tool for 2011**

The Planning Council Self Assessment Tool is to be sent to the PC Chair for completion. The Tool is in two parts; Part One is to be completed by the Committee as a whole, and Part Two is to be completed by each individual member.

Regarding the item on committee recruitment strategy, the importance of each committee having a recruitment process included in its OPPs was discussed. It was stated that the actual policy should be established by the Planning Council, but that each committee should be actively involved in recruitment. It was further stated that it is important for members to be aware of the requirements for reflectiveness in Planning Council membership.

*Action Step:* PC Staff to edit Section II of the Self Assessment Tool to include a comment section after each question for clarifying any negative responses given by committee members. The Tool is then to be emailed to each committee chair with a cover letter indicating that the completed Self Assessment is to be returned in time for REC's June 20, 2011 meeting.

A motion was made by Moore to approve the changes made to the 2010 Self Assessment Tool, and seconded by Ashby. The amended 2010 Self Assessment was then unanimously approved with no further discussion.

**VII. Date of Next Meeting: Monday May 16, 2011, at 10:00AM**

**VIII. Adjournment**