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## RESEARCH & EVALUATION COMMITTEE

# MEETING SUMMARY

### MONDAY, OCTOBER 17, 2011 AT 10:00 A.M.

- I. **Welcome and Moment of Silence**  
Patricia Moore, Vice-Chair Emeritus, 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**  
Roll was called. Quorum was established.
- III. **Public Testimony/Announcements**  
Kimi Nakata announced that the State Perinatal Conference would be held on November 1, 2011 from 8:00am to 3:00pm at the New Jersey Hospital Association in Princeton.
- IV. **Approval of Meeting Summary of August 15, 2011**  
A motion was made to approve the July 18, 2011 summary as circulated by Nakata and seconded by Wheeler. The summary was then unanimously approved without further discussion.
- V. **Updates from other Committees**

#### Continuum of Care Committee

COC met on October 13, 2011, and discussed a draft of the Case Management Services non-Medical Standards of Care. The Committee feels that two of the main reasons that follow-up, either from testing sites or missed appointments, are time and money. The Committee discussion included various levels of case management in the standards that could be funded at different levels and free up the primary case manager. Qualifications for these different levels were discussed. The Committee would appreciate any comments/criticism of this idea. COC further discussed the recommendations that will be submitted to the Comprehensive Planning Committee and the Grantee. Initially, these recommendations are concerning process and emphasis on sub-categories rather than a suggestion to increase funding for any particular objective. COC will next meet on November 10, 2011, at 9:30am.

#### Comprehensive Planning Committee

CPC met on October 14, 2011. The Committee received a report from Shanon Mettlen, Union County Sub-Grantee, on the Grantee's progress on its funding

application to HRSA, which is due on November 1, 2011. Mettlen then gave a presentation on the application.

Next, CPC reviewed and finalized the FY 2012 Priority Setting and Resource Allocation process, and discussed the pros and cons of the current process. Recommendations for future Priority Setting were then made. CPC will next meet on November 4, 2011, at 9:30am.

### **Community Service Advisory Committee**

CSAC met on October 13, 2011, and continued the planning discussion for the 2012 Day of Learning (DOL). Discussion included the topic of funding sources and possible partnering with one or more schools in order to reach the Youth contingency of the community. A DOL Sub-Committee was formed in order to focus efforts, and will meet again on Friday, October 21, 2011 at 2:00pm. CSAC's next scheduled meeting will be on November 10, 2011 at 2:00pm.

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

### **Review and Approve Final 2011 Needs Assessment Report**

Postel gave a presentation, in which she reviewed the three sections of the Needs Assessment, citing that in the Mental Health survey, it was discovered that a significant number of clients were found to have some sort of mental health indicator when assessed. The research was done to see how well providers were meeting the mental health need.

In discussing Part I of the Needs Assessment, Lost to Care, Postel indicated that this was a major survey, and stated that providers were asked to research the approximately 1700 clients who were lost to care after their first year of services. It was stated that one-third of the clients listed as lost actually were not; rather, data about them hadn't been entered into CHAMP. For twenty-five percent of the clients, agencies hadn't followed up with lost clients. Another twenty-five percent of the clients were non-compliant and simply didn't return. Finally, seventeen percent of these clients were lost for legitimate reasons: changes in status moved incarceration or deceased.

The urgency of providers keeping CHAMP data up to date was emphasized, since this is vital in determining whether a client is inactive/lost to care or active and involved in care. It was stated that a client could have just gone to another agency, and therefore still be active, while their original agency may not have seen them for an extended period. This was cited as an example the importance of providers checking client CHAMP records to ascertain whether they are enrolled elsewhere for the same service. It was discovered that seventeen of clients listed as lost to care had actually died, but that this was not entered into CHAMP. Postel stated that providers made recommendations for improvement of information in CHAMP.

The difference between a mental health screening (can be done by a person who is not a medical mental health professional) and a mental health evaluation (can only be done by a medical mental health professional) was explained, and it was suggested that the Grantee be

advised to institute measures to be sure that screenings are done at least annually.

Postel stated that Retention in Care is the next major factor and that providers should begin now to set up measures to provide for both recapturing lost clients and maintaining existing ones in care, as this will soon become a requirement for Ryan White providers.

Moore spoke, underlining the importance of providers going for updated CHAMP training at least annually, as CHAMP does change periodically.

A motion was made to approve the final draft of the Needs Assessment, included changes suggested during the meeting, by Wheeler and seconded by Nakata. The Needs Assessment was then unanimously approved by the Committee without further discussion, and will now be presented to the Planning Council for final approval.

#### **Approval of Self Assessment Final Report**

A motion to approve the report was made by Mohammed and seconded by Wheeler. The Committee discussed the Self Assessment report, and it was stated that membership retention and mentoring were aspects that needed continued effort, and that the Planning Council is currently working on recruiting members for all Committees. Outreach by word of mouth was said to be the most effective way to reach possible new committee members, and it was suggested that less presentation-based gatherings should be explored as a community outreach resource.

New REC member Patryce Burgess recommended the Newark Now program and the Halsey Street block parties as excellent resources, stating that the organization's conference is in November at Rutgers this year.

#### **Discuss the 2011 report of the Administrative Mechanism**

##### **Update of Provider Survey Findings**

Peavy reminded members that 2011 was a full assessment. Postel stated that provider response was higher in 2011 than in previous years, and indicated that having the survey on Survey Monkey and making it no longer anonymous were very helpful, since this allowed for the follow-up with agencies that hadn't responded, or hadn't completed their surveys. The Committee briefly reviewed provider responses to the survey.

VIII. **Date of Next Meeting: Monday December 19, 2011, at 10:00AM (November meeting cancelled)**

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IX. **Adjournment**