



**Clinical Quality Management Committee (CQMC)
Zoom Virtual Meeting
December 18, 2020**

Members	Agency
Kepler Verduga	AHF
Karla Drummond	AHF
Brad Mester	AHF
Rhonda Wright	Borinquen
Diada Sonceau	Borinquen
Rosemonde Francis	Borinquen
Heather Vaughn	CAN Community Health
Rafael Jimenez	Care Resource
Edgar Mojica	Care Resource
Tabitha Hunter	CHI
Joel De la Torre	Citrus
Resha Mehta	Empower U
Kirk Palmer	Empower U
Rose Marcial	Empower U
David Goldberg	FDOH
Javier Romero	FDOH
Theresa Watts	Jessie Trice
Jose Ortega	MBCHC
Carla Valle-Schwenk	MDC-RWP
Ana Nieto	MDC-RWP
Theresa Smith	MDC-RWP

Members	Agency
Nelly Rodriguez	MDC-RWP
Amariss Hess	New Hope Corp
Naeem Tenant	PHT
Laura Vasant	PHT/SFAN
Karen Hilton	UM CAP
Samantha Ross	UM CAP
John McFeely	Guest
Nelly Rodriguez	MDC-RWP
BSR Staff	
Clarice Evans	
Christina Bontempo	
Dr. Robert Ladner	
Petra Brock	
Sandra Sergi	
Susy Martinez	

Note that documents referenced in these minutes were accessible to members and the public prior to (and during) the meeting, at <http://aidsnet.org/cqm-documents/>

I. Call to Order/Roll Call

David Goldberg, CQMC member, called the meeting to order at 9:33 a.m.

II. Housekeeping/Zoom Rules

Mr. Goldberg reviewed the Zoom Meeting Rules presentation (copy on file) which reviewed the meeting rules for the virtual format.

III. Roll Call

Members indicated their presence by chatting "Here" or "Present" in the chat box.

IV. Review Agenda & Minutes

The committee reviewed the agenda and meeting minutes. No changes were made.

V. Clinical Quality Management (CQM) Report Card Cycle 2

Clinical Quality Management (CQM) Report Card Cycle 2

Clarice Evans

Clarice Evans reviewed the Clinical Quality Management (CQM) Report Card Cycle 2 (copy on file). Ms. Evans explained that the data is more consistent as more subrecipients have access to Provide Enterprise. She reviewed that the Cycle 2 reporting period begins September 1, 2019 through August 31, 2020. The files include billed services for Ryan Part A, MAI, and General Revenue (Continuum indicators) files from Provide Enterprise (PE).

There was discussion on the type of files that should be used for the CQM Report Card. Carla Valle-Schwenk recommended services entered versus billed and paid services for the CQM Report Card. Ms. Valle-Schwenk and Ms. Evans will discuss this issue further.

Ms. Evans requested feedback for M12 (MCM clients with NO FFE or telehealth contact >7 months Cycle 2 (49.4%) regarding the low percentage of utilization of the codes. Karen Hilton explained that she is missing the telehealth codes from her selection of codes in PE. Ms. Valle-Schwenk requested Ms. Hilton email her with the details of the issue, so that she may request the addition of the telehealth codes in PE. Theresa Watts shared that her agency has never closed during the pandemic and they have maintained high performance because of the modifications to their process in seeing clients. They now meet the clients downstairs to sign necessary paperwork and communicate constantly with clients to ensure retention in medical care. Ms. Watts noted that the Peer is primarily the one who uses the telehealth code when communicating with clients; however, the MCMs at her agency are mostly using the telephone encounter code.

VI. CQMC Member Phone Call Updates

Susy Martinez

Susy Martinez presented the CQMC member phone call updates. Ms. Martinez explained that Behavioral Science Research CQM staff has begun calling CQMC members to review reports presented at CQMC meetings in detail. Some feedback received during the calls include limiting agenda items to allow for more discussion and more interaction during meetings. The CQMC member phone calls will continue in January.

VII. New-to- Care Report- Data Elements

Susy Martinez

Ms. Martinez reviewed the New-to-Care Data Elements Report. At the October 2020 CQMC meeting, CQMC members committed to sending the top five data elements they would like to have on a Provide Enterprise (PE) Report to track their new-to-care clients and or new to Ryan White Program clients. The following New-to-Care Data Elements presented included elements received from CQMC members (copy on file):

- CIS#
- Assigned MCM
- Date of first RWP Service
- Initial PCP Appointment Date
- PCP Name
- Next PCP Appointment Date
- CD4 Lab Result
- CD4 Lab Result Date VL Lab Result
- VL Lab Result Date
- Next VL Lab Result date Due (6-month)
- ARV Use Y/N
- ADAP Enrollment Date
- ADAP Expiration Date
- Health Assessment Completed Date
- Health Assessment Due Date

Recommendations for the report and or issues:

- Date of first service in PE is not necessarily the entry date into the program. The entry date needs to be clarified with Groupware.
- Rosemonde suggested replacing Health Assessment Completed date and Health Assessment Due Date with the Eligibility Assessment completed date and Eligibility Assessment due date
- A “Needs Attention” and an “Assigned to Me” report in PE may contain most of the data elements listed above. If that is the case, Ms. Valle-Schwenk suggested adding to the report instead of creating a new one.
- Rose Marcial reported that the ADAP expiration date field in PE is not updating. Ms. Valle-Schwenk requested Ms. Marcial email the issue with sample CIS#s to Ms. Valle-Schwenk. Dr. Romero explained that ADAP created a tool that users can enter the ADAP expiration date and the tool will generate a ADAP enrollment date (180 days earlier).

VIII. Action Items Repetition

Ms. Martinez summarized the action items:

- ✓ Karen Hilton will email Ms. Valle-Schwenk a description of the issue of not having access to the tele-health codes in PE.
- ✓ Rose Marcial will send CIS#s of clients who’s ADAP expiration dates are not updating in PE.
- ✓ BSR CQM staff will generate the “Needs Attention” report in PE and request UM CAP’s tracking tool to review the data elements on the report and determine if the report can be enhanced. The results will be reviewed at the next meeting.

IX. Announcements

There were no announcements.

X. Next Meeting

The next meeting is scheduled for Friday, January 15, 2021 via Zoom.