

Strategic Planning Committee Behavioral Science Research Corp. 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134 April 12, 2024 Minutes

Approved May 10, 2024

#	Members	Present	Absent
1	Cardwell, Joanna	X	
2	Hunter, Tabitha		X
3	Machado, Angela	X	
4	Mooss, Angela		X
5	Poblete, Karen		X
6	Sheehan, Diana M.		X
7	Singh, Hardeep	X	
	Quorum = 3		

approved may 10, 202

Note: All documents referenced in these minutes are on file and were accessible to members and the public prior to (and during) the meeting, at www.aidsnet.org/the-partnership#strategicplanning1.

I. Call to Order

Committee Vice Chair, Angela Machado called the meeting to order at 10:05 a.m.

II. <u>Introductions</u>

Members, guests, and staff introduced themselves, and Ms. Machado identified Behavioral Science Research Corp. (BSR) staff as the resource persons.

III. Housekeeping/Meeting Rules

Ms. Machado reviewed the *Meeting Housekeeping* PowerPoint, which includes general reminders, code of conduct, people-first language, and meeting participation best practices.

IV. Floor Open to the Public

Ms. Machado opened the floor to the public with the following statement:

Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns. BSR has a dedicated telephone line as well as a general email address for statements to be read into the record. No statements were received via the telephone line or email.

There were no comments, so the floor was then closed.

V. Review/Approve Agenda

Members reviewed the agenda and approved it with no changes.

Motion to approve the agenda as presented.

Moved: Joanna Cardwell Seconded: Hardeep Singh Motion: Passed

VI. Review the Minutes of March 8, 2024

Members reviewed the minutes of March 8, 2024, and approved the minutes with no changes.

Motion to approve the minutes of March 8, 2024 as presented.

Moved: Hardeep Singh Seconded: Joanne Cardwell Motion: Passed

VII. Reports

Membership

Ms. Machado announced that member and former Vice Chair, Dr. Angela Mooss, will have completed her six-year term at the end of this month. Members thanked her for her service.

Stephanie Stonestreet submitted an application for membership. Ms. Stonestreet introduced herself and stated her interest in membership. Members voted to accept Ms. Stonestreet as a new member.

Motion to approve Stephanie Stonestreet as a new member of the Strategic Planning Committee.

Moved: Hardeep Singh Seconded: Joanna Cardwell Motion: Passed

There are still many vacancies on the Partnership and Committees; however, staff announced the Community Coalition will put forward several candidates at the May 13 Partnership meeting.

Partnership Report to the Committee

The Partnership report for March 18, 2024, was posted online. Members re-elected Alecia Tramel-McIntyre as Chair and Harold McIntyre as Vice Chair and reviewed the motion from Strategic Planning to seek guidance from HRSA on the schedule of surveys for the Assessment of the Administrative Mechanism. That item will be addressed later in the meeting.

VIII. Standing Business

Assessment of the Recipient Administrative Mechanism (AAM)

□ Response from HRSA re Request on Surveys and Reporting

Last month, members put forward the motion, "for BSR staff to request guidance from our HRSA Project Officer to assess implementing a two-year AAM rapid cycle to allow for survey administration one year and follow up on an action plan resulting from the survey results in the next year." The legislation requires an evaluation to assess the Recipient in rapidly dispersing funds and responding to Planning Council directives each year. Therefore, members agreed to maintain the previous survey structure and add follow up questions, specifically for gathering feedback on "disagree" or "strongly disagree" responses. Members also agreed to establish an action plan for tracking the progress of issues raised by survey responses.

□ 2024 Action Plan and Draft Surveys Review

Staff will draft the action plan and revised surveys based on today's meeting feedback for review in May; included in these minutes as:

- Attachment #1: AAM FY2024 Partnership Member Survey
- Attachment #2: AAM FY2024 Ryan White Program Subrecipient Survey
- Attachment #3: 2024 Action Plan

□ Updates to 2024 Schedule of Meetings and Agenda Topics

Members received an updated schedule indicating the revised timing and activities around the AAM. Staff will correct a typo; no other changes were indicated. Members had previously voted to accept the schedule with the AAM changes; no further action was needed.

IX. New Business

2024 Annual Report

Members agreed to maintain the layout and data elements of the 2023 Annual Report and review updates at their next meeting. The color scheme will be updated to differentiate the 2022 version from the 2023 version.

X. Announcements and Open Discussion

Staff announced the April 25 Prevention Committee meeting will include presentations on Project T-SHARP and HPTN 096: Building Equity Through Advocacy; and advised there are opportunities for presentations to the Prevention Committee if anyone has a topic of interest. Staff announced the April 17 Needs Assessment training and the complete schedule of Needs Assessment meetings, and included flyers in the meeting presentation.

XI. Next Meeting

Ms. Machado announced the next meeting is scheduled for May 10, 2024, at BSR Corp.

XII. Adjournment

Ms. Machado adjourned the meeting at 11:53 a.m.



Miami-Dade HIV/AIDS Partnership Member Survey

REVIEW VERSION FOR SPC MEMBERS

The Assessment of the Recipient Administrative Mechanism (AAM) is a Health Resources and Services Administration (HRSA)-mandated evaluation, and a major activity of the Miami-Dade HIV/AIDS Partnership Strategic Planning Committee.

This AAM survey covers the activities of the Ryan White Program grant Recipient: The Miami-Dade County Office of Management and Budget-Grants Coordination, during the Ryan White Program (RWP) Fiscal Year FY 2023-2024: March 1, 2023-February 29, 2024.

All Miami-Dade HIV/AIDS Partnership members who were appointed prior to February 2024, must complete this survey, no later than June 28, 2024.

A separate survey will be distributed to Ryan White Program Part A/MAI-funded subrecipients addressing these issues and other concerns. If you are a Partnership member and you represent a subrecipient, you are asked to complete two surveys.

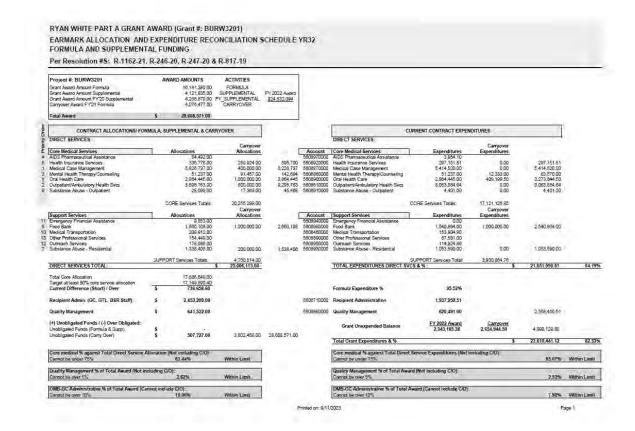
Responses are tallied and reported in aggregate form without identifying information.

Thank you!

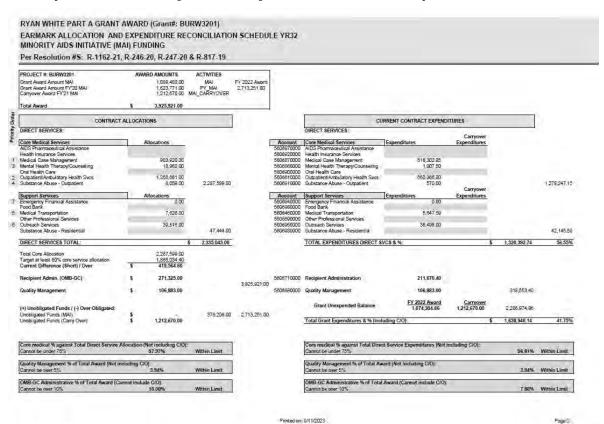
* 1. Please enter your Fi will not be included in the	`	required for tracking responses and
Name		



	Management and Budget-Grants Coordination ("the informed of policies, procedures, and updates from bogram.
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	
Comments: Strengths, weaknesses & suggestion	ns (optional)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment	t of the Ryan White Program Recipient (P)
Office of Management and Budget-Grants	Disagree" to the statement: The Miami-Dade County s Coordination ("the Recipient") kept the Partnership d updates from HRSA which impact the Ryan White d suggest a solution to the problem.
	//
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment	t of the Ryan White Program Recipient (P)
* 4. I understand the information prese A/Minority AIDS Initiative (MAI) expen	ented on the Recipient's Ryan White Program Part diture reports. (See Reports, below).
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	
Comments: Strengths, weaknesses & suggestion	ns (optional)

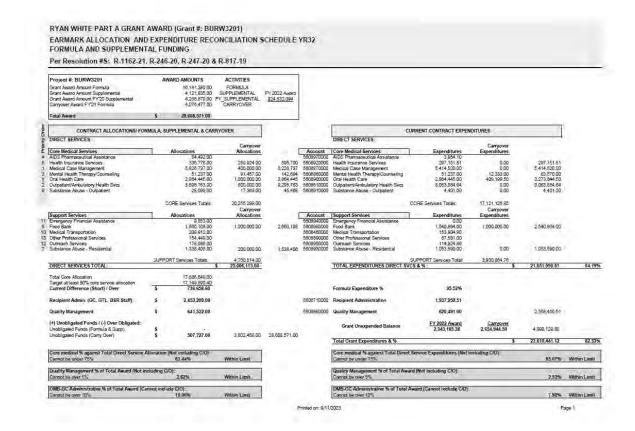


Minority AIDS Initiative Expenditure Report (End of Year Summary)

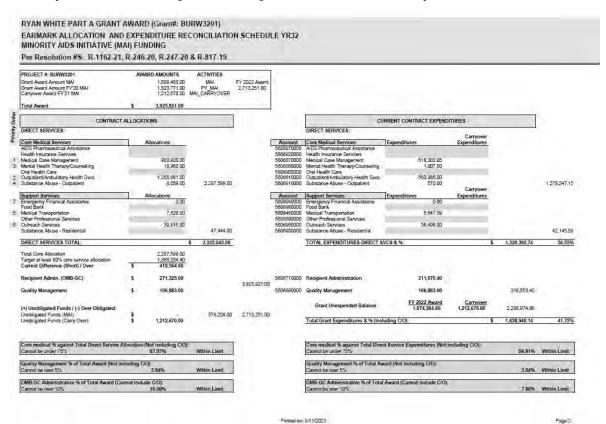




nformation presented on the Recipion	ent's Ryan White Program Part A/Minority AIDS Initiative splain your concern and suggest a solution to the
	4
MIAMI-DADE HIV/AIDS PARTNERSH	ĪĪP
Fiscal Year 2023-2024 Assess	ment of the Ryan White Program Recipient (P)
* 6. The Recipient followed the Paresource allocations. (See Reports	ertnership's recommendations for service priorities and s, below).
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	
Comments: Strengths, weaknesses & sug-	gestions (optional)

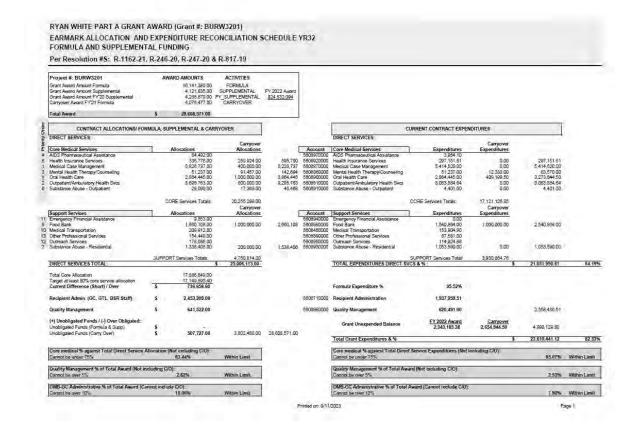


Minority AIDS Initiative Expenditure Report (End of Year Summary)

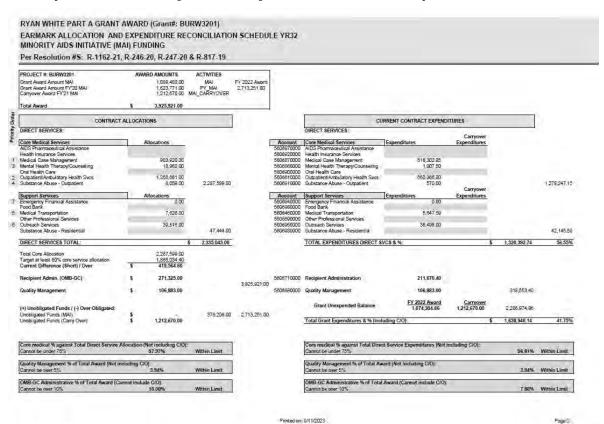




xplain your concern and suggest a	
MIAMI-DADE	
HIV/AIDS PARTNERSH	IIP
	ment of the Ryan White Program Recipient (P)
Fiscal Year 2023-2024 Assess	ment of the Ryan White Program Recipient (P) inistered Part A/MAI funds according to priorities set by the
Fiscal Year 2023-2024 Assess: * 8. The Recipient effectively adm	ment of the Ryan White Program Recipient (P) inistered Part A/MAI funds according to priorities set by the
* 8. The Recipient effectively adm Partnership. (See Reports, below)	ment of the Ryan White Program Recipient (P) inistered Part A/MAI funds according to priorities set by the

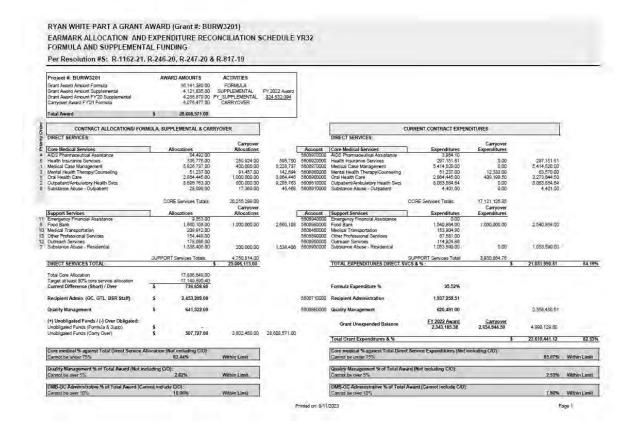


Minority AIDS Initiative Expenditure Report (End of Year Summary)

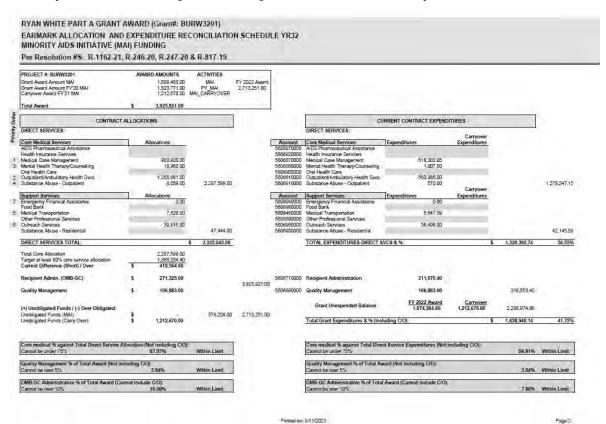




•	rongly Disagree" to the statement: The Recipient I funds according to priorities set by the Partnership, ggest a solution to the problem.
MIAMI-DADE HIV/AIDS PARTNERSI	НĪР
Fiscal Year 2023-2024 Asses	sment of the Ryan White Program Recipient (P)
-	ed clearly to the Partnership on expenditure changes related ration process. (See Reports, below).
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	
Comments: Strengths, weaknesses & su	ggestions (optional)



Minority AIDS Initiative Expenditure Report (End of Year Summary)





11. For a rating of "Disagree" or "Strongly Disa communicated clearly to the Partnership on expsweeps/reallocation process, please explain you problem.	penditure changes related to the Part A/MAI
	la de
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of th	ne Ryan White Program Recipient (P)
	requests, and problem-solving needs from the artnership's Needs Assessment (Priority Setting r.
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	
Comments: Strengths, weaknesses & suggestions (opti	onal)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of th	ne Ryan White Program Recipient (P)
13. For a rating of "Disagree" or "Strongly Disa responded to inquiries, requests, and problems those related to the Partnership's Needs Assess Allocations) in a timely manner, please explain problem.	solving needs from the Partnership, including sment (Priority Setting and Resource



Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	
Comments: Strengths, weaknesses & s	uggestions (optional)
MIAMI-DADE HIV/AIDS PARTNERS	HIP
Fiscal Year 2023-2024 Asses	ssment of the Ryan White Program Recipient (P)
ssessment data, HIV/AIDS service	Strongly Disagree" to the statement: Based on Needs es funded by Part A/MAI were directed toward the stest need, please explain your concern and suggest a
ssessment data, HIV/AIDS service emographic population(s) of grea	es funded by Part A/MAI were directed toward the stest need, please explain your concern and suggest a
ssessment data, HIV/AIDS service emographic population(s) of great plution to the problem. MIAMI-DADE HIV/AIDS PARTNERS	es funded by Part A/MAI were directed toward the stest need, please explain your concern and suggest a
Seessment data, HIV/AIDS service emographic population(s) of great plution to the problem. MIAMI-DADE HIV/AIDS PARTNERS Fiscal Year 2023-2024 Asses	es funded by Part A/MAI were directed toward the stest need, please explain your concern and suggest a SHIP ssment of the Ryan White Program Recipient (P) nt data, HIV/AIDS services funded by Part A/MAI were
Seessment data, HIV/AIDS service emographic population(s) of great plution to the problem. MIAMI-DADE HIV/AIDS PARTNERS Fiscal Year 2023-2024 Asses * 16. Based on Needs Assessme	es funded by Part A/MAI were directed toward the stest need, please explain your concern and suggest a SHIP ssment of the Ryan White Program Recipient (P) nt data, HIV/AIDS services funded by Part A/MAI were
MIAMI-DADE HIV/AIDS PARTNERS * 16. Based on Needs Assessme directed toward the geographic	es funded by Part A/MAI were directed toward the stest need, please explain your concern and suggest a SHIP ssment of the Ryan White Program Recipient (P) nt data, HIV/AIDS services funded by Part A/MAI were area(s) of greatest need.



17. For a rating of "Disagree" or "Strongly Disagre Assessment data, HIV/AIDS services funded by Pageographic area(s) of greatest need, please explain the problem.	rt A/MAI were directed toward the
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of the	Ryan White Program Recipient (P)
* 18. The Recipient's staff was courteous and re	espectful.
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	
Comments: Strengths, weaknesses & suggestions (options	al)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of the	Ryan White Program Recipient (P)
19. For a rating of "Disagree" or "Strongly Disagrewas courteous and respectful, please explain your problem.	· · · · · · · · · · · · · · · · · · ·



-	p. (BSR), the Recipient's HIV planning council staff ries, requests, and problem-solving needs from the
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	
Comments: Strengths, weaknesses & suggestion	is (optional)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment	of the Ryan White Program Recipient (P)
Research Corp. (BSR), the Recipient's HIV	Disagree" to the statement: Behavioral Science of planning council staff support contractor, blem-solving needs from the Partnership, please on to the problem.
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment	of the Ryan White Program Recipient (P)
22. OPTIONAL: Additional comments/suggmatters.	gestions regarding the Recipient, BSR, and/or other
	4



Ryan White Program Part A/MAI Subrecipient Survey

REVIEW VERSION FOR SPC MEMBERS

The Assessment of the Recipient Administrative Mechanism (AAM) is a Health Resources and Services Administration (HRSA)-mandated evaluation, and a major activity of the Miami-Dade HIV/AIDS Partnership Strategic Planning Committee.

This AAM survey covers the activities of the Ryan White Program grant Recipient: The Miami-Dade County Office of Management and Budget-Grants Coordination, during the Ryan White Program (RWP) Fiscal Year FY 2023-2024: March 1, 2023-February 29, 2024.

All Ryan White Program Part A/MAI-funded subrecipients must complete this survey, no later than May 31, 2024.

A separate survey will be distributed to Miami-Dade HIV/AIDS Partnership members addressing these issues and other concerns. If you represent both a subrecipient AND are a Partnership member, you are asked to complete two surveys.

Responses are tallied and reported in aggregate form without identifying information.

Thank you!	
* 1. Please enter yo	our Organization's Name
Organization	
	ne First and Last Name and Title of the primary person completing this uired for tracking responses and will not be included in the final report.)
You will have the o	ption in Statement #3 to include additional people who are helping to ey.
First and last name of primary person completing this survey	
Title of primary person completing this survey	
How many years have you been with your organization?	

3. OPTIONAL: Please enter the First and Last Na are helping to complete the survey.	me(s) and Title(s) of additional people who
First and last name of additional person completing survey (1)	
Title of additional person completing survey (1)	
How many years have you been with your organization (1)?	
First and last name of additional person completing survey (2)	
Title of additional person completing survey (2)	
How many years have you been with your organization (2)?	
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of the	Ryan White Program Recipient (S)
* 4. The Miami-Dade County Office of Manager Recipient") conducted a fair contract negotiati	_
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Onot applicable
Comments: Strengths, weaknesses & suggestions (option	al)
MIAMI-DADE HIV/AIDS PARTNERSHIP	

5. For a rating of "Disagree" or "Strongly Disagre Office of Management and Budget-Grants Coording contract negotiation process with our organization a solution to the problem.	nation ("the Recipient") conducted a fair
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of the	Ryan White Program Recipient (S)
* 6. The Recipient sent award notifications/lett	ers to our organization in a timely manner.
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	O Not applicable
Comments: Strengths, weaknesses & suggestions (option	al)
MIAMI-DADE HIV/AIDS PARTNERSHIP Fiscal Year 2023-2024 Assessment of the	Ryan White Program Recipient (S)
7. For a rating of "Disagree" or "Strongly Disagree award notifications/letters to our organization in concern and suggest a solution to the problem.	
MIAMI-DADE HIV/AIDS PARTNERSHIP	

Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Not applicable
Comments: Strengths, weaknesses & sug	ggestions (optional)
MIAMI-DADE HIV/AIDS PARTNERSH	
HIV/AIDS PARTNERSH	HIP
Fiscal Year 2023-2024 Assess	ement of the Ryan White Program Recipient (S)
For a rating of "Disagree" or "Stre	ongly Disagree" to the statement: The Recipient executed
	ely manner, please explain your concern and suggest a
solution to the problem.	
MIAMI-DADE HIV/AIDS PARTNERSI	
MI HIV/AIDS PARTNERSF	HIP
Fiscal Year 2023-2024 Assess	ement of the Ryan White Program Recipient (S)
10. Please indicate the date of you	r FY 2023-2024 contract execution.
	March 15, 2023, please provide details explaining the
delay(s).	
MIAMI-DADE HIV/AIDS PARTNERSH	
MI HIV/AIDS PARTNERSE	1111'

Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Not applicable
Comments: Strengths, weaknesses & sugges	stions (optional)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessme	ent of the Ryan White Program Recipient (S)
nificant differences between billed v	ngly Disagree" to the statement: There were no versus reimbursed amounts for our organization that wance, please explain your concern and suggest a
	la.
MIAMI-DADE HIV/AIDS PARTNERSHIP	
	ent of the Ryan White Program Recipient (S)
Fiscal Year 2023-2024 Assessmer 14. The Recipient contacted our or	ent of the Ryan White Program Recipient (S)
Fiscal Year 2023-2024 Assessmer 14. The Recipient contacted our or	ent of the Ryan White Program Recipient (S)
Fiscal Year 2023-2024 Assessme * 14. The Recipient contacted our orwere not on target.	ent of the Ryan White Program Recipient (S) rganization to review utilization and expenditures th
Fiscal Year 2023-2024 Assessment 14. The Recipient contacted our or were not on target. Strongly agree	ent of the Ryan White Program Recipient (S) rganization to review utilization and expenditures the
Fiscal Year 2023-2024 Assessme * 14. The Recipient contacted our or were not on target.	ent of the Ryan White Program Recipient (S) rganization to review utilization and expenditures th Disagree Strongly disagree Not applicable

please explain your concern and sugges	tilization and expenditures that were not on target, st a solution to the problem.
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessme	ent of the Ryan White Program Recipient (S)
* 16. The Recipient reviewed our org	ganization's service utilization and reimbursement nner.
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Ont applicable
Comments: Strengths, weaknesses & suggest	tions (optional)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessme	ent of the Ryan White Program Recipient (S)
eviewed our organization's service util	agly Disagree" to the statement: The Recipient lization and reimbursement requests submissions in a accern and suggest a solution to the problem.
	de la constant de la
MIAMI-DADE HIV/AIDS PARTNERSHIP	

Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Not applicable
Comments: Strengths, weaknesses & suggest	cions (optional)
ATMANDADE	
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessme	nt of the Ryan White Program Recipient (S)
	gly Disagree" to the statement: <i>The Recipient</i> within 30 days of submission of complete and accurate and suggest a solution to the problem.
ivoloos, plouse onplum jour concorn as	
MIAMI-DADE HIV/AIDS PARTNERSHIP	
A I LIMAIDS LAKTINEKSLIIL	
	nt of the Dream White Dreamen Desirient (C)
Fiscal Year 2023-2024 Assessme	nt of the Ryan white Program Recipient (5)
* 20. The Recipient clearly explained	any holds or disallowances on reimbursement request
* 20. The Recipient clearly explained Strongly agree	any holds or disallowances on reimbursement request Disagree
* 20. The Recipient clearly explained Strongly agree Agree	any holds or disallowances on reimbursement request Disagree Strongly disagree Not applicable
* 20. The Recipient clearly explained Strongly agree Agree Neither agree nor disagree	any holds or disallowances on reimbursement request Disagree Strongly disagree Not applicable

•	Disagree" to the statement: The Recipient clearly eimbursement requests, please explain your blem.
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment	of the Ryan White Program Recipient (S)
* 22. When/if our organization requested training, it was provided in a timely man	d programmatic and/or fiscal technical assistance or nner.
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Not applicable
Comments: Strengths, weaknesses & suggestions	s (optional)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment	of the Ryan White Program Recipient (S)
	Disagree" to the statement: When/if our /or fiscal technical assistance or training, it was n your concern and suggest a solution to the
	6
MIAMI-DADE HIV/AIDS PARTNER SHIP	

Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Not applicable
Comments: Strengths, weaknesses & suggesti	ons (optional)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessmen	nt of the Ryan White Program Recipient (S)
ovided our organization with a clear e quirements (i.e., Ryan White HIV/AIDS	gly Disagree" to the statement: The Recipient explanation of Ryan White Program reporting S Program Services Report (RSR), Annual Progress please explain your concern and suggest a solution
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessmen	nt of the Ryan White Program Recipient (S)
* 26. Communication between the Re	cipient and our organization has been timely.
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Ont applicable
O	and (antique)
Comments: Strengths, weaknesses & suggesti	ons (optional)

Page 25 of 39

27. For a rating of "Disagree" or "Strongly Disagree between the Recipient and our organization has suggest a solution to the problem.	
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of the	e Ryan White Program Recipient (S)
* 28. Communication between the Recipient a	
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Ont applicable
Comments: Strengths, weaknesses & suggestions (option)	onal)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of the	e Ryan White Program Recipient (S)
29. For a rating of "Disagree" or "Strongly Disagree" the Recipient and our organization has and suggest a solution to the problem.	
MIAMI-DADE HIV/AIDS PARTNERSHIP	

Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Not applicable
Comments: Strengths, weaknesses & suggestion:	s (optional)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment	of the Ryan White Program Recipient (S)
ormed our organization of reallocation projection of reallocation projections of a specific gaps, and the requirements of a sp	Disagree" to the statement: The Recipient processes (sweeps) to identify unmet needs or pending plan in order to adjust our organization's explain your concern and suggest a solution to the
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment	of the Ryan White Program Recipient (S)
decisions that impact Ryan White Progr	on well informed of Miami-Dade HIV/AIDS Partnersh ram subrecipients (e.g., approval of or changes to on Drug Formulary changes, updates to Allowable services, etc.).
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	O Not applicable



33. For a rating of "Disagree" or "Strongly Disagorganization well informed of Miami-Dade HIV/White Program subrecipients (e.g., approval of Prescription Drug Formulary changes, updates billable services, etc.), please explain your conc	AIDS Partnership decisions that impact Ryan or changes to service definitions, notice of to Allowable Medical Conditions, changes to
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of th	e Ryan White Program Recipient (S)
* 34. When contract non-compliance issues we time for remediation specific to the issue.	vere raised, the Recipient provided adequate
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Not applicable
Comments: Strengths, weaknesses & suggestions (option	onal)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of th	e Ryan White Program Recipient (S)
35. For a rating of "Disagree" or "Strongly Disagree" or "Strongly Disagree" or "Strongly Disagree" or "Strongly Disagree" or to the issue, please explain your concern and su	rovided adequate time for remediation specific



	Recipient provided guidance and clarification to our document, reporting requirement, or other requested
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Onot applicable
Comments: Strengths, weaknesses & suggesti	ons (optional)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessmer	nt of the Ryan White Program Recipient (S)
requests, the Recipient provided guidan	gly Disagree" to the statement: In response to our ce and clarification to our organization for any equirement, or other requested items, in a timely d suggest a solution to the problem.
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessmen	nt of the Ryan White Program Recipient (S)
* 38. The Recipient responded adequation our organization.	ately to inquiries, requests, and problem-solving needs
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Ont applicable
Comments: Strengths, weaknesses & suggesti	ons (optional)



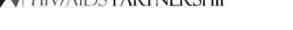
39. For a rating of "Disagree" or "Strongly Disagr responded adequately to inquiries, requests, and organization, please explain your concern and sug	problem-solving needs from our
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of the	Ryan White Program Recipient (S)
* 40. The Recipient's staff was courteous and r	espectful.
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Not applicable
Comments: Strengths, weaknesses & suggestions (option	al)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of the	Ryan White Program Recipient (S)
41. For a rating of "Disagree" or "Strongly Disagr was courteous and respectful, please explain your problem.	
	La de la companya de



	rp. (BSR), the Recipient's Ryan White Program Clinical anded adequately to inquiries, requests, and problem-
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Ont applicable
Comments: Strengths, weaknesses & suggestio	ns (optional)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessmen	t of the Ryan White Program Recipient (S)
Research Corp. (BSR), the Recipient's Ry	y Disagree" to the statement: Behavioral Science on White Program Clinical Quality Management viries, requests, and problem-solving from our and suggest a solution to the problem.
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessmen	t of the Ryan White Program Recipient (S)
* 44. The Groupware Technologies, LL data management system is reliable.	C (GTL) Provide® Enterprise Miami (PE Miami) client
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Ont applicable
Comments: Strengths, weaknesses & suggestion	ns (optional)



45. For a rating of "Disagree" or "Strongly Disagree Technologies, LLC (GTL) Provide® Enterprise Midsystem is reliable, please explain your concern and	ımi (PE Miami) client data management
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of the	Ryan White Program Recipient (S)
* 46. The PE Miami client database system is ea	asy to use.
Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Not applicable.
Comments: Strengths, weaknesses & suggestions (optional	1)
MIAMI-DADE HIV/AIDS PARTNERSHIP	
Fiscal Year 2023-2024 Assessment of the	Ryan White Program Recipient (S)
47. For a rating of "Disagree" or "Strongly Disagred database system is easy to use, please explain you problem.	



Strongly agree	Disagree
Agree	Strongly disagree
Neither agree nor disagree	Not applicable
Comments: Strengths, weaknesses & sugge	stions (optional)
MIAMI-DADE HIV/AIDS PARTNERSHIF	
Fiscal Year 2023-2024 Assessm	ent of the Ryan White Program Recipient (S)
tabase system generates organizatio	ngly Disagree" to the statement: The PE Miami client on-specific data in an efficient and user-friendly and suggest a solution to the problem.
MIAMI-DADE HIV/AIDS PARTNERSHIF	
N HIV/AIDS PARTNERSHII	
Fiscal Year 2023-2024 Assessm	ent of the Ryan White Program Recipient (S)
* 50. The PF Miami client database	system vendor, Groupware Technologies, responds
	es, data requests, and system trouble-shooting.
Strongly agree	Disagree
	Strongly disagree
Agree	
Agree Neither agree nor disagree	Ont applicable

51. For a rating of "Disagree" or "Strongly Disagree" to the statement: The PE Miami client database system vendor, Groupware Technologies, responds promptly and adequately to inquiries, data requests, and system trouble-shooting, please explain your concern and suggest a solution to the problem.
MIAMI-DADE HIV/AIDS PARTNERSHIP
Fiscal Year 2023-2024 Assessment of the Ryan White Program Recipient (S)
52. OPTIONAL: Additional comments/suggestions regarding the Recipient, BSR, PE Miami, Groupware Technologies, and/or other matters.

Assessment of the Recipient Administrative Mechanism 2024 Action Plan

Introduction

This Action Plan was developed by the Strategic Planning Committee with input from the Community Coalition Committee.

The Plan will serve as a tool to track process improvements based on Assessment of the Recipient Administrative Mechanism (AAM) Survey results, specifically negative ratings, general comments, and suggestions for improvements.

The plan will be monitored and updated by the Strategic Planning Committee.

Updates will be posted on www.aidsnet.org.

PE Miami

Provide Enterprise® by Groupware Technologies (PE Miami), the Ryan White Program client database system

Survey Responses

- 1. Disagree rating 31% / n=5: The PE Miami client database system vendor, Groupware Technologies, responds promptly and adequately to inquiries, data requests, and system troubleshooting.
- 2. Disagree rating 6% / n=1: The PE Miami client database system is reliable.
- 3. Disagree rating 6% / n=1: The PE Miami client database system is easy to use.
- 4. Comment: PE Miami is cumbersome and difficult to navigate.
- 5. Comment: Most users only received one day of training on the PE Miami database system.
- 5. Comment: Database is slow and some ADAP and ACA insurance enrollments do not update.

Actions						
Create a PE Miami Review Team						
Action Steps	Leader(s)	Start Date	End Date	Status	Notes	
Determine lead staff for the Review Team.						
Define the composition of the Review Team.					Recipient, BSR staff, medical case managers, contract managers, and other database super users and end users.	

Provide additional training on PE Miami

Action Steps	Leader(s)	Start Date	End Date	Status	Notes
Evaluate existing views and reports in PE Miami.					
Identify training needs.					
Develop and enhance PE Miami training based on evaluation of existing					
views and reports.					
Develop peer-to-peer training opportunities.					

Expenditure Reports to the Partnership

Survey Responses

- 1. Strongly Disagree rating 5% / n=1: The Recipient communicated clearly to the Partnership on expenditure changes related to the Part A/MAI sweeps/reallocation process.
- 2. Comment: Well presented, maybe address areas of low utilization and discuss solutions before sweeps.
- 3. Comment: Would be interesting to see challenges.
- 4. Comment: It would be better to track utilization of funds and discuss before sweeps are announced.

Actions								
Create a Top-Line Summary Report								
Action Steps	Leader(s)	Start Date	End Date	Status	Notes			
Create a monthly Top-Line Summary (TLS) Report	Partnership Staff	August 2024	Ongoing	May 2024: TLS Report is produced for each Partnership meeting				
Refine the TLS Report to highlight category-specific	Recipient /							
issues regarding under- and over-utilization and challenges.	BSR Staff							
Refine the TLS Report to highlight specific items relevant to Sweeps.	Partnership Staff							
Provide a separate utilization report each month, including challenges.	Recipient	August 2024	Ongoing		Under-utilization in some services is likely a result of the Ryan White Part A Program funds being used as the payor of last resort; that will also be noted on the Top Line Summary Report.			
Encourage open discussions at meetings to find solutions to challenges highlighted in the TLS Report and the utilization report.	Partnership Chair / Staff							

Member Engagement

Survey Responses

Comment: Provide language and guidance to engage everyone

Actions									
Establish New Meeting Protocols									
Action Steps	Leader(s)	Start Date	End Date	Status	Notes				
PRE-MEETING Protocols: a. Send a thank you for the RSVP with a calendar invite and offer to have a phone call in preparation for the meeting. b. Send a reminder two days prior to the meeting (on Friday for Monday meetings). c. Sending a reminder the day of the meeting.	Partnership Staff	May 2024	Ongoing		Community Coalition feedback: Send a calendar invite to members and everyone who RSVPs .				
MEETING Protocol (Agendas): a. Print definitions of common meeting terminology on the back of agendas.	Partnership Staff / Chairs	May 2024	Ongoing	May 2024: Agendas have been updated with terminology.					
MEETING Protocols (Housekeeping): b. Acknowledge that meetings can be fast-paced and confusing and encourage everyone to ask questions if anything is unclear. c. Stress the importance of active participation and encourage members and guests to speak up about their concerns and to help with problem-solving.	Partnership Staff / Chairs	May 2024	Ongoing	May 2024: Reference to terminology, the pace of meetings, and the importance of participation is announced during Housekeeping.	Community Coalition feedback: Members stressed the importance of slowing down presentations and reporting to make sure everyone is following and understanding the materials.				

Survey Responses

Comment: Provide language and guidance to engage everyone

Actions Establish New Meeting Protocols Leader(s) **Action Steps** Start Date End Date Status Notes POST-MEETING Protocol: Include in Housekeeping and announce Partnership **a.** Offer a post-meeting debriefing session. Chair / Staff again at the end of the meeting. Community Coalition feedback: Members agreed this would be helpful since some people may not feel comfortable speaking up during a meeting. POST-MEETING Protocol: Partnership CCR to review draft in May 2024. Community Coalition feedback: Combine **b.** Create a meeting evaluation / general Staff the meeting evaluation and general feedback form and include a link (on feedback into one survey. An online survey agendas?) would be sufficient; particularly considering the environmental impacts of not printing so much paper. Some of the questions can be formatted with check boxes; some with open text.