

Standards Committee



Claire Sinay, Vice Chair

Tuesday, January 15, 2008
9:00 am to 11:00 am
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua Room

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Meeting Minutes

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Bradley Allen	AT	Claire Sinay	AT	Dr. Colin Sheffield	EX	Debby Elliott <i>alt: Philip Seeger</i>
AT	Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT	Larry Stähli	AT	Randall Furrow		

Guests

Lea Ann Holzmeister Dallas Wilenius

Administrative Agent Staff

Lezli Stone Carlyle Fleming

Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Claire Sinay called the meeting to order and welcomed the attendees. Everyone introduced him/herself and declared any conflicts-of-interest.

Determination of quorum

Quorum was established with six of seven members in attendance at 9:10 am.

Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the December 18, 2007 meeting. No corrections were voiced.

Committee Chair update

No update was provided.

Administrative Agent update

Lezli Stone of Quality Management reported the following:

- A document included in the packet, the HAB HIV/AIDS Core Clinical Performance Measures for Adults and Adolescent: Group 1, provides specific parameters of clinical outcomes that must be tracked. The measures are very specific and must be addressed; there will most likely need to be some changes to our existing Standards of Care, and these measures will need to be addressed in all of our future standards of care. Lezli suggested that the committee stay on schedule with the current timeline of activities and address any changes as they have already been planned.
- Four people from General Government have been assigned to the Ryan White Part A staff to complete special projects.

Colin Sheffield asked if the CAREWare database has a way to differentiate between whether a client had received an HIV and/or AIDS diagnosis. Lezli Stone replied that this was being researched now by the CAREWare specialist, and it was recognized that this needed to be added into the tracking system.

Deborah Frusciano related that this is distinguished in her provider's charts, and it should not be difficult to add to the CAREWare system.

There was general discussion on how this could be tracked, and the importance of including this information in the CAREWare system.

Bradley Allen asked how long it would take for providers to be required to follow any standards of care that are created. Claire Sinay replied that these should go into effect right away. Bradley discussed that he had challenges with obtaining a service.

Standards of Care

Claire Sinay related that the Oral Health Standards of Care had been approved at the January Planning Council meeting. She then asked the committee to review the Emergency Financial Assistance & Health Insurance Premium/Cost Sharing Assistance combined standards of care document. John Sapero provided an overview of text edits that had been made since the prior meeting, which revised verbiage that referenced Administrative Agent policies.

Deborah Frusciano asked if the emergency benefits discussed in the standards were available to a client in addition to HOPWA benefits. Carlyle Fleming answered that a client would have to choose once source of assistance or the other, but could not access both.

MOTION: Larry Stähli moved to accept the Emergency Financial Assistance & Health Insurance Premium/Cost Sharing Assistance standards of care document. Bradley Allen seconded.

DISCUSSION: None.

OUTCOME: The motion passed. The document will be forwarded to the full Planning Council for approval.

The committee then began working on Standards of Care for Pediatric Nutritional Services.

MEETING MINUTES *continued*

MOTION: Larry Stähli moved to extend the meeting by 10 minutes to finish the draft standards of care for Pediatric Nutritional Services. Bradley Allen seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

The committee finished the draft document and agreed to solicit input regarding the draft, which would be reviewed again at the next Standards Committee meeting.

Discussion of agenda items for the next meeting

The committee agreed to hold an additional meeting in January, and determined that this meeting would take place on January 29, 2008, from 9:00 am to 11:00 am.

In addition to the recurring agenda items, the committee determined the following:

Agenda Items

Continued development of standards of care

Action Items to be completed by the next meeting

Task	Assigned To
Book meeting space for January 29 th meeting	John Sapero

Current events summaries

No events were voiced.

Call to the public

John Sapero discussed that the person hired for the vacant Planning Council Support Administrative Assistant position had not reported for work and had been released. In addition, the County implemented a hiring freeze, so the position may not be filled immediately. Alternative ways to complete the tasks of this position were being considered.

Adjourn

The meeting adjourned at approximately 10:55 am.