

# Standards Committee



Claire Sinay, Vice Chair

Tuesday, September 9, 2008  
9:00 am to 11:00 am  
Public Health  
4041 North Central Avenue, Phoenix  
15<sup>th</sup> 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	AT	Debby Elliott <i>alt: Philip Seeger</i>
EX	Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT	Larry Stähli	AT	Randall Furrow		

### **Guests**

Maureen Sharp                      Eric Moore

### **Administrative Agent Staff**

Carlyle Fleming

**Support Staff:** John Sapero

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### **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.

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### **Determination of quorum**

Quorum was established with five of seven members in attendance at 9:12 am.

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### **Review of the meeting minutes and action items from prior meetings**

The committee silently reviewed summary minutes for the September 9, 2008 meeting. No corrections were voiced.

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### **Administrative Agent update**

Carlyle Fleming discussed that the Part A grant application had been submitted. Claire Sinay asked if he had provided any feedback or questions. Carlyle replied that no feedback would be provided in advance of the award notification.

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### **Committee Chair update**

Claire Sinay discussed that the service definition for Emergency Financial Assistance had been changed and the committee would need to review the standards of care for this service category to ensure continuity.

MEETING MINUTES *continued*

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**Standards of Care**

*Emergency Financial Assistance*

Claire Sinay discussed the need to revise the Emergency Financial Assistance Standard of Care and offered the committee the option to work on this item at this meeting or to table the discussion until the next meeting. Debby Elliot suggested that it be addressed as soon as possible; the Administrative Agent's office will be changing the policy and procedures and the standards of care should be cohesive with these protocols.

The committee reviewed the Emergency Financial Assistance standard of care. Discussion included:

- Correcting the EFA service definition, as it had been changed at the previous Council meeting
- General discussion regarding emergency food boxes, vouchers, etc
- Separating the EFA and Health Insurance Continuation/Cost Sharing Assistance standards into two documents
- Clarifying outcomes and measures

**MOTION:** Larry Stähli motioned to accept the proposed amended standards of care for Health Insurance Continuation/Cost Sharing Assistance and Emergency Financial Assistance. Colin Sheffield seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

*Non-Medical Case Management*

Claire Sinay reviewed the non-medical case management service definition and discussed that Carlyle Fleming had provided a draft standard of care. Carlyle Fleming discussed that the EMA uses HRSA's service category definition verbatim. The committee reviewed the document and began drafting standards for this service category. Discussion included:

- Non medical verses medical case management
- Linkages documentation
- Client assessments
- Barriers of care
- The need for bachelor degrees and/ or at least three years of experience specific to non-medical case management, and whether current service providers have these qualifications

Discussion ended mid-way through the draft document.

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**Discussion of agenda items for the next meeting**

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

**Agenda Items**

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Continue drafting Non-Medical Case Management standards

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Outreach Services

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MEETING MINUTES *continued*

Action Items to be completed by the next meeting

Task	Assigned To
Send out current Non-Medical Case Management draft and invite providers of this service to attend the next meeting	John Sapero
Send out revised EFA standards for community review	John Sapero

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**Current events summaries**

No current event summaries were voiced.

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**Call to the public**

No calls were voiced.

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**Adjourn**

The meeting adjourned at approximately 11:00 am.