

# Allocations Committee



Stephen O'Dell, Chair

Wednesday, October 1, 2008  
4:00 pm to 6:00 pm  
Public Health  
4041 North Central Avenue, Phoenix  
15<sup>th</sup> Floor, Joshua Room

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## Meeting Minutes

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### Attendance

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

AB	Bradley Allen	AT	Debby Elliott <i>alt: Philip Seeger</i>	AT	Larry Stähli	AB	Maclovia Morales
AT	Mark Kezios	EX	Mary Rose Wilcox <i>alt: Terri Leija</i>	AT	Randall Furrow	EX	Stephen O'Dell
AT	Cheri Tomlinson <i>alt: Eric Moore</i>						

Guests

### Administrative Agent Staff

Rose Conner                      Carlyle Fleming

Support Staff: John Sapero, Shranda Ceballos

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

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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### Determination of quorum

Mark Kezios determined that quorum was established with five of nine members present at approximately 4:05 pm.

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### Review of minutes and action items

Randall Furrow noted a grammatical error.

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Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Modernization Act of 2006 and the Maricopa County Department of Public Health.

All of the documents discussed may be requested from Planning Council Support.

**Committee Chair update**

No update was provided.

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**Administrative Agent update**

*Transportation*

Rose Conner discussed that new transportation protocols regarding the provision of bus cards had been initiated that day (clients must show a proof of a medical appointment to receive a bus card). Rose asked Debby Elliott to provide an update on how the implementation was going. Debby Elliott discussed:

- It was taking time to process the needed documentation
- Providers were being inundated with requests for proof of appointments
- Care Directions was meeting with providers to be proactive and streamline the documentation process

Mark Kezios asked if there was a form that could be created to standardize the documentation process. Debbie Elliott discussed that this form was already created and was being used by some clients.

Debbie provided additional information about the implementation of the new system. Cheri Tomlinson discussed that providers should meet to determine ways to alleviate the strain of bus pass renewals at the beginning of each month.

Rose Conner also discussed:

- Reallocations approved by the Council last month are into contract.
- Planning Council Support had requested that the AA provide the MAI 3-year plan; it is in the meeting folders
- The grant application for 2009-2010 is complete and submitted
- The Assessment of the Administrative Mechanism had been completed, and it was very positive. John Sapero provided an overview of the evaluation.

Mark Kezios asked if insurance and pharmaceutical co-pays and Pharmaceuticals were being utilized. Rose related it too early to tell at this time.

Finally, Rose discussed that the Administrative Agent Office made a presentation of the Ryan White program to several community health partners, to encourage additional contractors to become RW providers. Clinica Adelante cannot partner with Ryan White at this time. The AA's office will be meeting with Sun Life and a dental school in the east valley. Cheri Tomlinson mentioned that out of 70 MIHS dental referrals, 7 referrals have chosen their Chandler location. Larry Stähli asked that with the presence of a dental school, would the EMA qualify for Part F funds? Rose Conner replied she will look into this possibility.

## Reallocations

Mark Kezios provided an overview of the reallocations recommendations that had been forwarded to the committee for action. Kevin McNeal provided a utilization overview for each service category. There was general discussion regarding service delivery and the need to reallocate funds.

**MOTION:** Larry Stähli moved to:

- Increase Medical Case Management by \$70,000
- Decrease Non-Medical Case Management by \$70,000
- Increase Mental health Mental Health Services by \$20,000
- Decrease Substance Abuse Services by \$20,000.

Randall Furrow seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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## Directives review & approval

Mark Kezios discussed that the Health Care Strategies Workgroup had drafted language for two directives and requested that the Allocations Committee approve the directives to be forwarded to the full Planning Council.

### *Directive for Food Boxes/Home Delivered Meals*

**Directive:** Decrease the eligibility level for food box services from 300% above Federal Poverty Level to 200% above Federal Poverty Level.

The HCS Workgroup was concerned that with the changes to the economy and potential flat funding in the next grant year, this service could realize dramatically increased utilization. Cheri Tomlinson discussed that this was already occurring—St. Vincent de Paul, a local food box provider, had closed their doors to clients for the first time in history due to running out of stock. Additional discussion focused on how to provide services equitably to facilitate as many clients remaining in care as possible.

Cheri Tomlinson suggested delaying the directive's implementation until the beginning of the next grant year to allow providers and clients to ready themselves for the transition.

Debby Elliot related the eligibility guidelines for this service category had been at 200% in previous years.

**MOTION:** Cheri Tomlinson moved to forward the directive to the full Planning Council for approval, with an amended start date of March 1, 2009. Randal Furrow seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

## MEETING MINUTES *continued*

### *Directive for Emergency Financial Assistance*

Directive: Written justification by a medical case manager that defines a client's specific emergency shall be acceptable to approve the provision of Emergency Financial Assistance, effective immediately.

Mark Kezios discussed that during the HCS Workgroup had been collaborating with the Administrative Agent's office to develop guidelines for the provision of this service. Part of this discussion focused on the justification of an emergency and how this was documented, approved and audited. The workgroup felt that case managers had the professional knowledge and ability to identify what constituted an emergency and their determination of a clients need should be sufficient to justify the provision of assistance.

Individuals who were present at the HCS meeting provided personal summaries of the discussion that took place and answered questions.

**MOTION:** Cheri Tomlinson moved to forward the directive to the full Planning Council for approval. Larry Stähli seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### Service Category Definitions Review

The Health Care Strategies Workgroup requested that the Allocations Committee review the definition for Emergency Financial Assistance Services to narrow the scope of services available and provide feedback on how to define an "emergency." The committee discussed what constituted an "emergency" and determined this would be an immediate need with a lack of financial resources and no other method of assistance (payer of last resort). The committee then reviewed the definition and revised it to read:

Emergency Financial Assistance is to provide assistance with emergency expenses related to essential utilities and housing.

**MOTION:** Cheri Tomlinson motion to approve the revised definition as discussed. Randall Furrow seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### MAI Reallocations & 3-year Plan Review

Rose Conner discussed that funding for the next MAI grant year (August through July) has been received. The Administrative Agent has been in contact with HRSA to assure that the EMA is meeting MAI guidelines and objectives. Based on this discussion, a need to reallocate some MAI

MEETING MINUTES *continued*

resources had been identified. Rose related that some of the options to utilize the funding included:

- Capacity building, providing training to providers to transition between medical case management & non-medical case management
- Outreach funding

Discussion turned to treatment adherence issues and how these services were currently provided in the community. Rose Conner was asked to research funding for these services and how services were being provided related to:

- Treatment adherence not provided by a primary medical provider.
- International Treatment Adherence Conference this year (different techniques that are being used. What can be learned from this conference?)
- Health literacy
- Referrals from outreach services
- Missed appointments tracking
- Tracking service referrals

Rose related that the Administrative Agent's office will begin this research for the committee.

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

In addition to recurring agenda items, the following agenda items were added:

**Agenda Items**

Reallocations

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MAI Reallocations

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**Action Items to be completed by the next meeting:**

Task	Assigned To

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**Current Event Summaries**

Debby Elliot discussed that AIDS Walk 2008 on Sunday, October 5<sup>th</sup>, 2008. Debby also discussed that representatives from AHCCCS, DES, and Parts A, C and D will meet to develop protocols for expedited eligibility document processing and AHCCCS denials.

MEETING MINUTES *continued*

Cheri Tomlinson discussed that on October 9, MIHS and the AIDS Education & Training Center are hosting a conference on how to implement HIV rapid testing in an ED. Also, MIHS received a National Library of Medicine Grant to make the Care Planner available via the internet, as well as to teach consumers how to use a computer and how to evaluate health pages.

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**Call to Public**

John Saperro provided additional details regarding AIDS Walk 2008.

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**Adjourn**

The meeting adjourned at 5:12 pm.