



MEETING AGENDA - Thursday, April 14, 2022

Meeting Focus

- Priority Setting results will be revealed!
- NRAC will introduce the ‘Sweeps’ process
- The Executive Committee will ask for a vote to approve several Bylaws Revisions
- SPEC will ask for a vote to approve several service standard revisions

| Agenda Topic | Time Frame |
|---|-----------------|
| 1. Welcome and Introductions <i>Kathy Lituri, Chair</i> | 4:00pm – 4:05pm |
| 2. Review and Approve March 10, 2022 Meeting Minutes <i>Kathy Lituri, Chair</i> | 4:05pm – 4:10pm |
| 3. Committees Reports <i>NRAC, SPEC, MNC, Consumer, Executive Committee Chairs</i> | 4:10pm – 4:15pm |
| 4. Agency Reports <i>Office of Medicaid; NHDHHS; MDPH; Mayor’s Office; BPHC</i> | 4:15pm – 4:25pm |
| 5. Priority Setting Exercise Results and Vote <i>Lianne Hope, PCS</i> | 4:25pm – 4:40pm |
| 6. Sweeps Presentation and Kahoot Game <i>Ayla Baraka, NRAC</i> | 4:40pm – 5:10pm |
| 7. Bylaws Revisions and Vote <i>Brian Holliday, Executive Committee</i> | 5:10pm – 5:35pm |
| 8. Service Standards Revisions and Vote <i>Manuel Pires and Keith Nolen, SPEC</i> | 5:35pm – 5:55pm |
| 9. Announcements and Adjourn <i>Kathy Lituri, Chair</i> | 5:55pm – 6:00pm |



Planning Council Meeting
Thursday, April 14th, 2022
Zoom
4:00 - 6:00pm

Summary of Attendance

Members Present

Justin Alves
Tad Bailey
Ayla Baraka
Stephen Batchelder
Patrick Baum
Cindi Bell
Lamar Brown-Noguera
Barry Callis
Joey Carlesimo
Stephen Corbett
Damon Gaines
Robert Giannasca
Amanda Hart
Melissa Hector
Darian Hendricks
Brian Holliday
Alison Kirchgasser
Wendy LeBlanc
Kathy Lituri
Margaret Lombe
Tim Mercier
Lea Nelligan
Ericka Olivera
Mahara Pinheiro
Manuel Pires
Serena Rajabiun
Darren Sack
Richard Swanson
Bryan Thomas

Catherine Weerts
Tim Young

Members Excused

Adam Barrett
Patrick Baum
Amanda Hart
Keith Nolen
Michael Swaney

Members Absent

Barry Callis
Damon Gaines

PCS

Claudia Cavanaugh
Lianne Hope
Abiola Lawson

RWSD Staff

Melanie Lopez
Eileen Merisola
Austin Hanna

Guests

Sam Cutaia
Vicki Lee

Topic A: Welcome and Introductions

Meeting called to order by Kathy Lituri, Chair. A moment of silence was observed to honor those infected with and affected by HIV/AIDS. PCS did a roll call. Kathy reviewed the agenda.

Topic B: Review Meeting Minutes

Minutes of the March 14th, 2022 minutes were reviewed.

Corrections: Under NHDHHS Agency update, should be Statewide HIV* Planning Group

Motion to Approve with corrections: Bryan Thomas

Second: Darren Sack

100% approved

Result: The minutes were approved with edits.

Topic C: Committee Reports

Committee chairs provided updates on work done in the committees over the past month. Tim shared the company that developed the anti-stigma campaign video would like contact info for questions on the video. They will be directed to PCS. Darren added there will be an in-person option for the NRAC all-day meeting on May 19th.

Topic D: Agency Updates

Ryan White Services Division, BPHC (Eileen Merisola)

- Partial award letters have gone out but still waiting on full award.
- Provider training has been scheduled for May 18th. More information will be sent out on registration and sessions.
- Staffing changes – New contract manager starting on May 8th and I have taken on the role of Division Director for Part A.

NH Department of Health and Human Services (Cindi Bell)

- Staffing Updates: Recruiting for 3 positions in NH Care: Program Manager, Oversight & Monitoring Coordinator and Quality Specialist. Most staff working hybrid schedule and hired new staff outside of NH Care that work closely with the program on linkage to care and viral Hepatitis. New section chief - Megan Heddy.
- NHDHHS has a new website ready for launch
- NH HIV Planning Group – Switched leadership positions – State Chair is Rachel Kusch (sp), Program Manager for Linkage to Care and State Vice-Chair is Amy Nelson, Program Manager Public Health Unit
- Prevention: New website landing pages and updated order forms for individual condoms and HIV testing kits.” Is nested under the NH HPG (it’s in the NH HPG website) <https://nhhiv.org/sexual-health-merch/>
- NH Care received partial FY23 award. Completed annual Ryan White Services Report and currently reviewing data quality for the upcoming ADAP service report. Planning to relaunch site visits for contracted providers. Moved quarterly case manager meeting to April 29th. Next HIV Medical Advisory Board meeting is in May and will plan to discuss the continued shortage/challenge of finding HIV providers particularly in the Seacoast region of New Hampshire.
- Cabenuva covered by NH ADAP since last January – Two specialist providers currently offer this and a third is in the process of implementing Cabenuva

Current openings with State of NH ADAP/NH CARE Program:

1. ID CARE SERVICES MANAGER: Public Health PROGRAM MANAGER, Ryan White NH CARE & TBFA Program Manager

If you are interested in applying for this position, please follow link to apply:

<https://das.nh.gov/jobsearch/>

Search for Job ID: Job ID: 25089

The postings for this position will automatically close on: 5/18/22.

2. PROGRAM PLANNER III: NH CARE Oversight & Monitoring Coordinator

If you are interested in applying for this position, please follow link to apply:

<https://das.nh.gov/jobsearch/>

Search for Job ID: Job ID: 24900

The postings for this position will automatically close on: 5/18/22.

3. QUALITY MANAGEMENT SPECIALIST: Ryan White NH CARE Quality Coordinator

If you are interested in applying for this position, please follow link to apply:

<https://das.nh.gov/jobsearch/>

Search for Job ID: Job ID: 24703

The postings for this position will automatically close on: 5/2/22.

Mayor's Office of Health & Human Services (Melissa Hector)

- The Mayor's Office of Health and Human Services underwent a name change and is now the Mayor's Office of Human Services
- A new Chief for the Cabinet was appointed today Jose Massos. Jose is from Boston and has served at BCYF, BPHC and is currently the Executive Director of United South End Settlements
- I accepted a new position BPHC. I will serve as the Senior Advisor of Health Equity and Strategic Initiatives on the Executive Team. My transition date is May 2nd.

Questions

Is the All-day Provider Meeting going to be remote or in-person? It will be virtual and a half-day or less.

Topic E: Priority Setting Results

Lianne Hope, PCS Consultant shared the results of the FY23 Priority Setting. There were 4 ties, and a poll was taken for members to break each tie:

Emergency Financial Assistance – 5 and Non- Medical Case Management - 4

Psychosocial Support – 7 and Health Insurance Premium – 8

Medical Transportation – 10 and Oral Health – 9th

Linguistics – 15th and Substance Abuse Outpatient – 16th

The FY23 Priority Setting results were as follows:

1. AIDS Drug Assistance (ADAP/HDAP)
2. Medical Case Management, including Treatment Adherence Services
3. Housing Services
4. Non-Medical Case Management Services
5. Emergency Financial Assistance
6. Food Bank/Home-Delivered Meals
7. Psychosocial Support Services
8. Health Insurance Premium and Cost-Sharing
9. Oral Health Care
10. Medical Transportation Services
11. AIDS Pharmaceutical Assistance
12. Mental Health Services
13. Medical Nutrition Therapy
14. Health Education/Risk Reduction
15. Linguistic Services
16. Substance Abuse Services (Outpatient)
17. Substance Abuse Services (Residential)
18. Early Intervention Services (EIS)
19. Home Health Care
20. Outpatient/Ambulatory Health Services
21. Home and Community-Based Health Services
22. Child Care Services (EIS)
23. Other Professional Services (Legal Services and Permanency Planning Services)
24. Referral for Health Care & Support Services
25. Outreach Services
26. Hospice
27. Rehabilitation Services
28. Respite Care

Motion to approve the FY23 Priority Setting Ranking: Wendy LeBlanc

Second – Robert Giannasca

Results: FY23 Priority Setting Ranking approved

Topic F: Sweeps Presentation

Ayla Baraka, NRAC member reviewed the FY22 Sweeps Funding Recommendation process. She gave an overview of the types of funds for annual allocation (unexpended, under-expended, and funding scenarios). Under-expended funds, also known as Sweeps, is money that is reallocated during the fiscal year due to underutilization to maximize expenditure. The general timeline for the sweeps process, causes of under spending, consequences, and the benefits of the sweeps process were reviewed.

NRAC's recommendations for the FY22 Sweeps Process include:

- BPHC monitors the provider contracts and “sweeps” up money from providers if they are not spending on schedule.
- BPHC then allocates the sweeps dollars - first within the category from which they came if another provider in that category can absorb them.
- Based on need within and among the categories, BPHC can feed the dollars through the remaining categories in accordance with the FY22 Priority Setting results established by last year's Planning Council.

Members played a Kahoot game to review concepts from the presentation.

Motion to Approve NRAC's Recommendation for FY22 Under-Expended (Sweeps) Dollars – Bryan Thomas

Second – Kathy Lituri

Results: 100% Approved. Sweeps Recommendation Approved

Topic G: Bylaws Revisions

Brian Holliday went over the final Planning Council Bylaws revisions and the rationale behind the edits. Changes were made to the following articles and sections:

Article 4 - Membership

- 4.4 Membership Term
- 4.5 Member Code of Conduct
- 4.6 Member Vacancy, Resignation, and Removal, including Appeals Process

Article 5 - Meetings and Procedures

Article 7- Committees

- 7.1 Standing Committee - MNC Responsibilities

Motion to Approve the revised Planning Council Bylaws - Stephen Batchelder

Second – Bryan Thomas

Results: Motion Approved

Questions/Comments:

- Do we have a list of words that denote racism or homophobia or any list we can refer to that connotate those actions for clarification for people? No formal list. Kathy shared Brandeis University has an extensive list of words that could be trigger words in certain situations. Might be a good topic for Coffee hour or the Consumer meeting
- TB added he thinks it should be individual's responsibility to share when something makes them uncomfortable.

Topic H: Service Standards Revisions

Manuel Pires, SPEC, presented an overview of the Ryan White Service Standards, the importance of Service Standards and the proposed changes made to the Standards as developed by the Committee and reviewed by BPHC. The Standards of Care guides providers in implementing funded services. The standards address the elements and expectations for service delivery, such as service components, intake, eligibility, personnel qualifications, and minimum requirements of a service.

The group had the following questions and edits:

- On EFA, is that only one time in a particular year or ever for eligibility? For every year, no more than 6 months. There are caps but agencies are able to decide how they want to provide the EFA.
- For Section 1.3: showing examples of documentation that individuals can provide for Part A eligibility, it only shows MA Medicaid, should include NH Medicaid as well. Same for Section 1.0
- Section 2.1, Changed from patient grievance to client grievance. Patient Rights and Responsibilities should also be changed "Client".
- Do Native Americans get any special AID/support that would make them qualify for Ryan White if they aren't on Medicaid? Medicaid verification was one example of the different types of documentation that could be used as proof of income.

Motion to Approve the Standards of Care as Modified for FY22 with the 2 additions discussed (Addition of NH Medicaid and changing "Patient" to "Client")

Motion – Justin Alves

Second – Bryan Thomas
Result: Motion Approved

Topic I: Announcements, Evaluation & Adjourn

PCS made the following announcements:

1. Planning Council Recruitment:
 - Incumbent and New Applications are available on Basecamp. Members were encouraged to share the application with their contacts and invite them to attend a meeting as a guest.
 - There will be a raffle draw for PC members per referral
 - PCS and MNC are also working on scheduling an Open House Event and encouraged each member to attend with a guest. Details to follow.
2. Anti-Stigma Campaign
 - Tik Tok Videos – Vicki Lee, PC Intern is spearheading the development of several Tik Tok videos for the Council. Volunteers needed to record various content.

Other announcements:

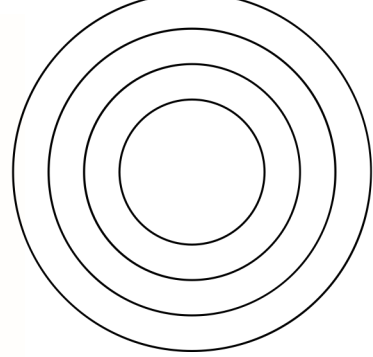
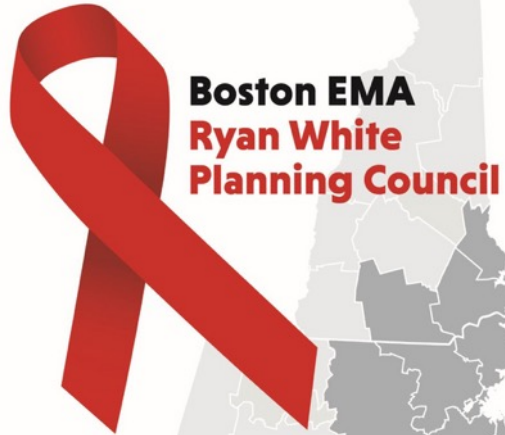
- Planning Council Abstract Submission on Someone You Know and Love Video was accepted for the National Ryan White Conference on HIV. Thanks to everyone that worked on getting the two abstracts submitted.
- Congratulations to Brian Holliday for publishing his first children's book – Brian's Sense-ational Run. Available on Amazon and other bookstores
- AIDS Run has been announced for Sunday October 2nd.

Meeting to Adjourn

Motion: Stephen Batchelder

Second: Bryan Thomas

Result: The meeting was adjourned at 5:57pm



Planning Council Meeting

Kathy Lituri, Chair
Patrick Baum, Chair-Elect

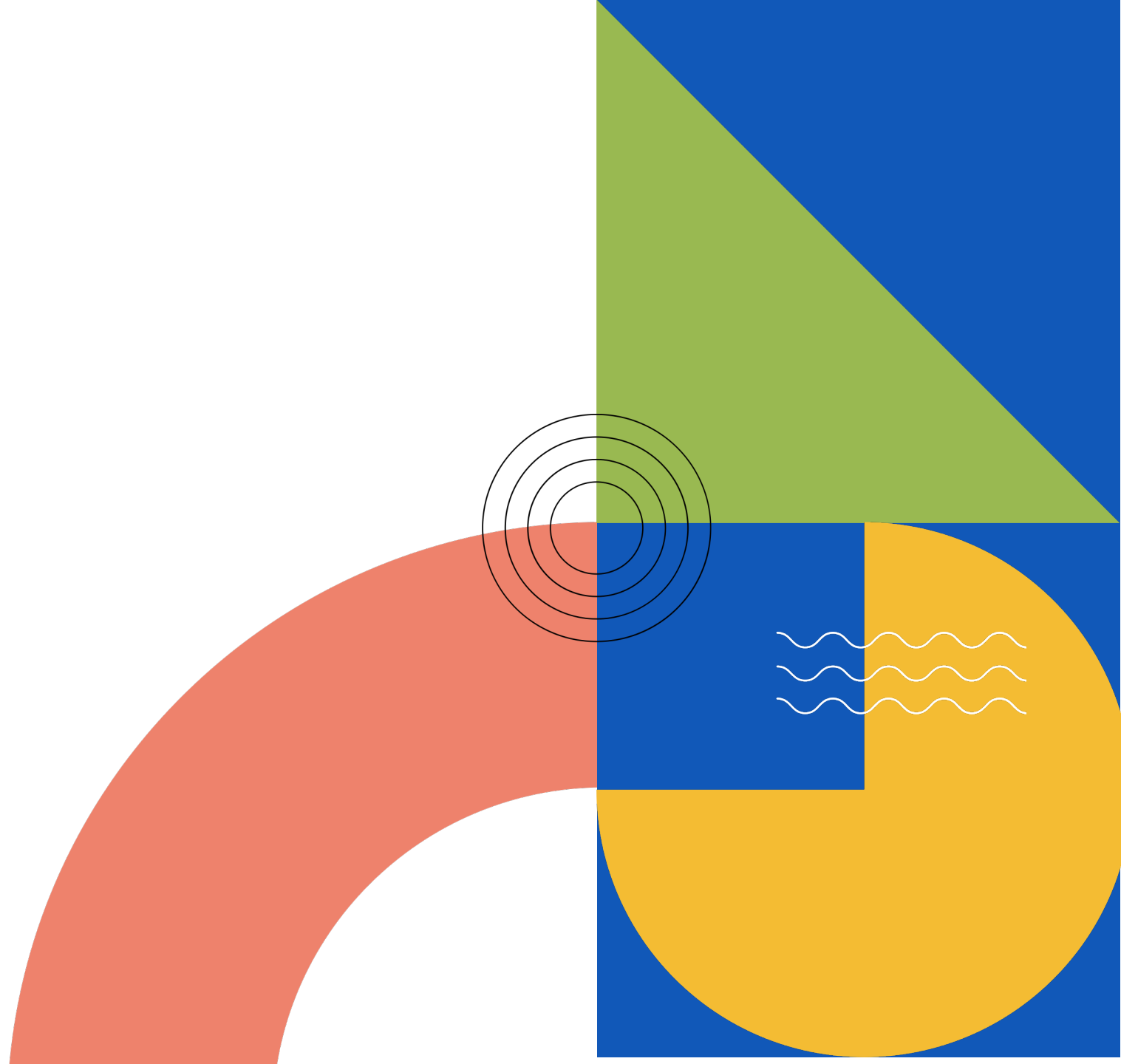
April 14, 2022



Moment of silence



At this moment, let's take a moment of silence in remembrance of those who came before us, those who are present, and those who will come after us.



Attendance



ROLL CALL

State “present” when
you hear your name
called for the record

Overview

TODAY'S AGENDA DISCUSSION TOPICS

- Approve March meeting minutes
- Subcommittee and Agency updates
- Priority Setting Results and Vote
- Sweeps Presentation and Vote
- Bylaws Revision Review and Vote
- Service Standards Revision and Vote



Approving Meeting Minutes

March 10, 2022

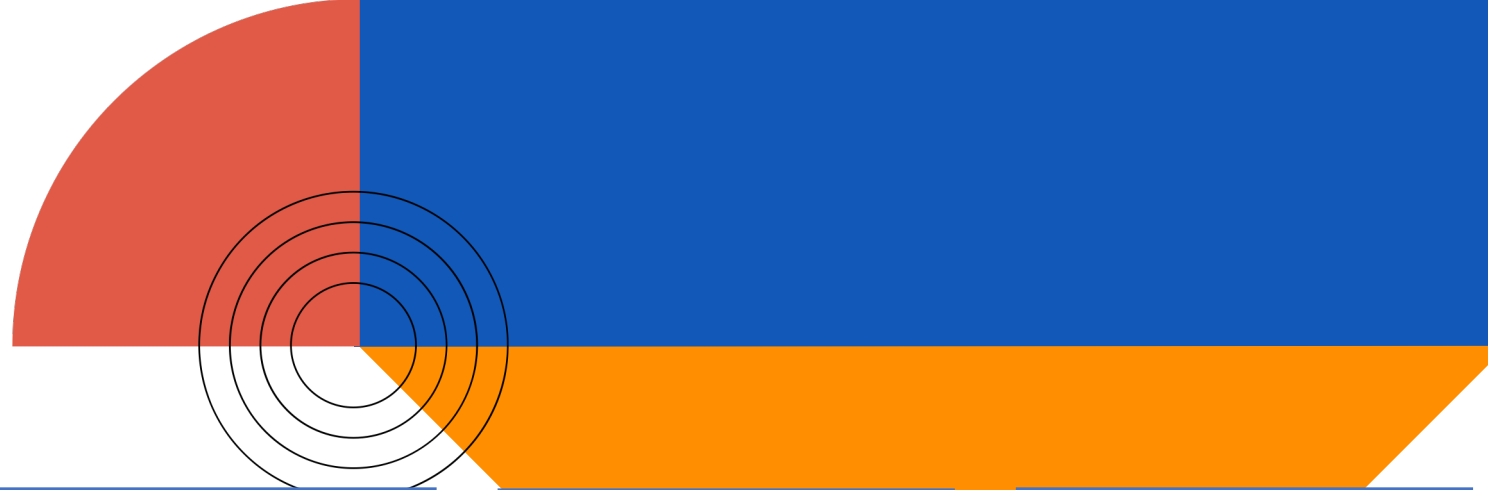
Steps in approving minutes:

- Review minutes
- Make a first and second motion to approve minutes
- Vote (Zoom poll)

- All in Favor: Yes, I approve the minutes
- Opposed: No, I do not approve the minutes
- Abstention: Decline to vote



Subcommittee Updates



Executive

(Kathy Lituri)

- Reviewed Attendance
- Reviewed PC agenda
- Training: Facilitating Effective Meetings (part 2)

Consumer

(Lorraine Jones)

- planned high school panels
- Planned TikTok videos
- Planned anti-stigma resource library

SPEC

(Margaret Lombe)

- Discussed Priority Setting
- Reviewed AAM Results
- Spotlight: Lorraine Jones

NRAC

(Darren Sack)

- Spotlight: Mahara Pinheiro
- Reviewed FY22 Sweeps
- Discussed MAI Priority Setting and Carry-Over
- Gave Update on Needs Assessment
- Introduced the Year End Report

MNC

(Michael Swaney)

- Gave Member Updates
- Discussed Updates with Recruitment and Outreach
- Planned for End of the Year Social Event

Agency Updates

MAYOR'S OFFICE OF HEALTH AND HUMAN
SERVICES

Melissa Hector

MA DEPARTMENT OF PUBLIC HEALTH,
OFFICE OF HIV/AIDS

Barry Callis

NH DEPARTMENT OF HEALTH AND HUMAN
SERVICES, NH CARE PROGRAM

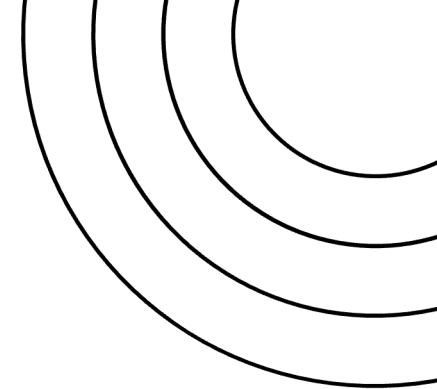
Cindi Bell

MA OFFICE OF MEDICAID

Alison Kirchgasser

BOSTON PUBLIC HEALTH COMMISSION

Eileen Merisola



FY23 Priority Setting Exercise

RESULTS!

FY22 Priority Setting Results

| RANK | SERVICE CATEGORY |
|------|--|
| 1 | AIDS Drug Assistance Program (ADAP) |
| 2 | Medical Case Management |
| 3 | Housing Services |
| 4 | Non-Medical Case Management |
| 5 | Emergency Financial Assistance |
| 6 | Oral Health |
| 7 | Food Bank/Home-Delivered Meals |
| 8 | Psychosocial Support |
| 9 | Medical Transportation |
| 10 | Health Insurance Premium & Cost-Sharing |
| 11 | Health Education / Risk Reduction |
| 12 | Medical Nutrition Therapy |
| 13 | Substance Abuse, Residential |
| 14 | Referral for Healthcare & Support Services |
| 15 | Linguistic Services |
| 16 | Other Professional Services (including Legal services) |

| Rank | Service category |
|------|------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
| 13 | |
| 14 | |

| Rank | Service Category |
|------|------------------|
| 15 | |
| 16 | |
| 17 | |
| 18 | |
| 19 | |
| 20 | |
| 21 | |
| 22 | |
| 23 | |
| 24 | |
| 25 | |
| 26 | |
| 27 | |
| 28 | |

A red dustpan is shown sweeping a pile of US dollar bills. The bills are scattered on a light-colored surface, and the dustpan is positioned to sweep them away. The background is a soft, out-of-focus light color.

FY22 Sweeps Funding Recommendation

Presenter – Ayla Baraka
Needs, Resources & Allocations Committee
April 14, 2022

Funding Process Review



HRSA awards \$\$ to the Boston EMA to spend during the FY

Boston EMA Planning Council directs BPHC to allocate award to specific service categories.

BPHC awards \$\$ to providers according to Council directives.

Types of Funds for Annual Allocation

Unexpended



FY 2021

(3/1/2021- 2/28/2022)

BPHC closes the books

Any \$\$ leftover is returned to HRSA

Request sent to HRSA to carry over to next fiscal year

Under-Expended



FY2022

(3/1/2022– 2/28/2023)

Money not spent during the current grant year

Enable BPHC to use an administrative process we call

Sweeps

Funding Scenarios



FY2023

(3/1/2023 – 2/28/2024)

NRAC constructs a plan for next year's grant (Funding Scenarios)

BPHC administers \$\$

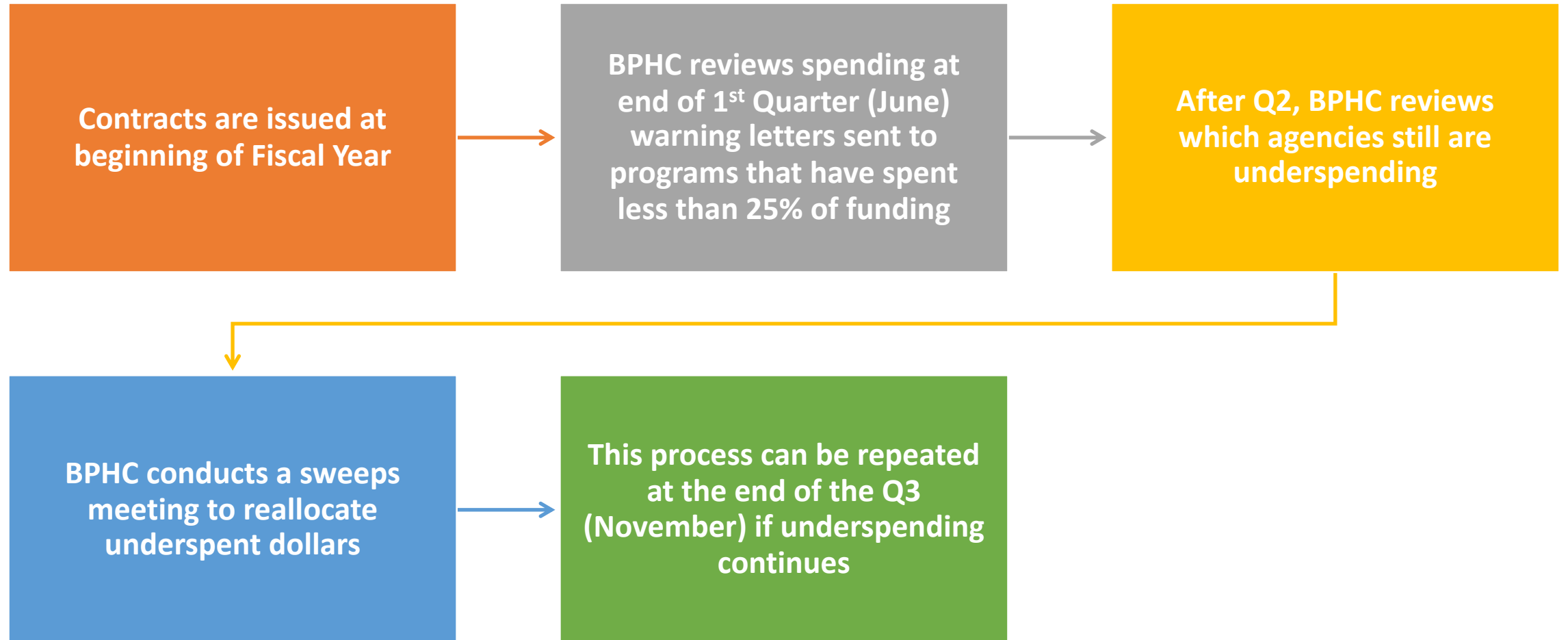
Sweeps

When agencies are spending at a rate less than they are supposed to, the under-expended funds can be 'swept up' and reallocated to other agencies that can spend it.

How is this done?

- NRAC presents recommendations to the Council on how to reallocate under-expended dollars.
- Planning Council votes on the recommended process.
- BPHC carries out the sweeps process.

The Sweeps Timeline



Some Causes of Under-spending

- Start-up delays in new programing
- Staffing vacancies
- Utilization of other sources of funding
- Changes in the funding environment

Consequences of Un-expended Money

Reduction in future awards if greater than 5%

Less flexibility to reallocate dollars

Requires a request to HRSA to get the money back

Reduces time to spend money if request is granted

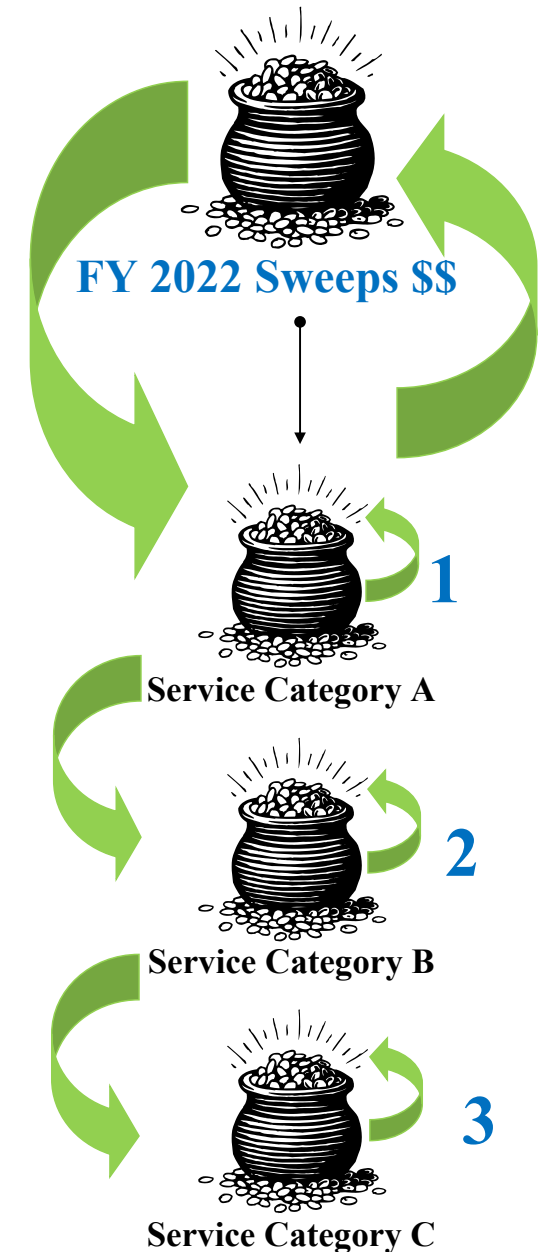
Reduces services in the Boston EMA

Benefits of Sweeps Process

- Maximizes services in the Boston EMA
- Maintains local control and flexibility of dollars
- Responds to changes in the EMA
- Respects the work of the Council by following funding priority
- Rapidly re-allocates money

Sweeps Process for FY22

- BPHC monitors the provider contracts and “sweeps” up \$\$ from providers if they are not spending on schedule.
- BPHC allocates the sweeps \$\$ - first within the category from which they came, if another provider in that category can absorb them.
- Based on need within and among categories, allocate the dollars through the remaining categories in accordance with the priorities established for FY2022 by last year’s Planning Council.



QUESTIONS?



KAHOOT!

Game PIN:

WRESTLING NICKNAME GENERATOR

NATURE BOY!
WOOOOO!!!



FIRST LETTER OF YOUR FIRST NAME

A = ELECTRIC

B = HARDCORE

C = MISTER

D = ROCKY

E = SMOOTH

F = MEAN

G = BULL

H = LORD

I = BUDDY

J = MAGNIFICENT

K = CRUSHER

L = COWBOY

M = FABULOUS

N = APOLLO

O = FLASH

P = GIANT

Q = BUBBA

R = NATURE

S = FLYING

T = AXE

U = DIAMOND

V = ACE

W = KING

X = SMASH

Y = BIG

Z = SERGEANT

FIRST LETTER OF YOUR LAST NAME

A = KID

B = PUNK

C = FOX

D = MONSTER

E = MEANIE

F = BOY

G = WILD

H = HURRICANE

I = STAR

J = STUD

K = KONG

L = DESTRUCTO

M = INFERNO

N = AXEL

O = ANGEL

P = THUNDER

Q = CHAOS

R = BULLDOG

S = DRAGON

T = DYNAMO

U = HAWK

V = TORNADO

W = WARRIOR

X = FUNK

Y = STEELE

Z = SWAGGER

Motion to Approve Reallocating FY22 Under-Expended Dollars

Vote to accept the Needs, Resources & Allocations Committee (NRAC) recommendation for FY22 Under-Expended dollars, as presented:

- Expend the sweeps dollars first within the category from which they came, if the category can absorb them.
- Based upon need within and among categories, feed the remaining dollars in categories in accordance with the priorities established by the Planning Council for the current year, FY 2022.

In Favor – You support the NRAC recommendation

Opposed – You are against the recommendation

Abstain – You wish not to vote

BYLAWS REVISIONS

Presented by: Brian Holliday

OVERVIEW OF BYLAWS REVISION

ARTICLE 1 - NAME

ARTICLE 2 - AREA

ARTICLE 3 - MISSION AND DUTIES

ARTICLE 4 - MEMBERSHIP

- 4.4 Membership Term
- 4.5 Member Code of Conduct
- 4.6 Member Vacancy, Resignation, and Removal, including Appeals Process

ARTICLE 5 - MEETINGS, COMMITTEES AND PROCEDURES

ARTICLE 6 - OFFICERS AND ELECTION OF OFFICERS

- 6.6 Attendance at Meetings (Change to language regarding remote/virtual attendance) ✓

ARTICLE 7 - COMMITTEES

- 7.I Standing Committee (Addition of language to Executive Committee Membership) ✓
- 7.I Standing Committee - MNC Responsibilities

SECTION 4.4 MEMBERSHIP TERM

The Planning Council membership term is a period of twenty-four (24) months, or two years. Members are eligible to renew their membership at the end of a term. There shall be no term limits for members. Any individual who is appointed to fulfill a membership term within six (6) months or less of the end of a term, the remainder of the term then in progress and the following full term shall be considered that individual's first membership term.

The application for Planning Council membership shall clearly state time investment or attendance requirements, which are currently **six (6)** ~~four (4)~~ hours per month. These requirements shall be discussed in interviews with prospective members, and all new members shall be asked to sign an agreement that includes a commitment to meet these requirements. The Planning Council shall provide reasonable accommodations to those members who require and request accommodation because of illness or disability.

Rationale :To reflect current practice

SECTION 4.5 – MEMBER CODE OF CONDUCT

The Member Code of Conduct is to protect all members and public participants and ensure appropriate behavior at Planning Council meetings, committee meetings, and any event in the community where a member is acting in an official capacity as a member of the Planning Council. The Code of Conduct provides a method to ensure that the Planning Council can be productive, open to community input, and respectful of its members and visitors. The Code of Conduct requires members to recognize the authority of the Chair(s) of the meeting and follow directions; not disrupting a meeting or participating in the disruption of a meeting, respecting the confidentiality of others and not disclosing personal information about any Planning Council or committee member, including HIV status. Violation(s) of the Code of Conduct may result in removal from a meeting or removal from the Planning Council.

Concerns related to any member's safety or privacy should be reported to either the Executive committee or Planning Council Support staff as soon as possible. ~~as soon as they arise~~ [1] . In any case where a member feels physically unsafe in meetings, those concerns should be brought [2] immediately to the Executive Committee and Planning Council support staff for resolution, which in the determination of the Executive Committee and Planning Council Support ~~Staff~~ may include involvement of appropriate public safety support staff and potentially include temporary or permanent removal from the Planning Council.

A member may petition that another member be removed from the Planning Council on the grounds of violence, threats, intimidation, or reasonable fear of violence. The person wishing to remove another member will direct their request to the Chair or Planning Council Support ~~Staff~~ and the Chair will work with the Executive Committee to identify an appropriate course of action.

Rationale : New language on safety

SECTION 4.6 MEMBER VACANCY, RESIGNATION, AND REMOVAL, INCLUDING APPEALS PROCESS (REVISION 1, PAGE 11)

The Planning Council Support staff will monitor member attendance and provide attendance summaries once a month at the Executive Committee meeting. Members who fail to attend a total of three (3) meetings (Planning Council and/or the member's assigned subcommittee) without providing advance notification, and thus being excused, shall receive a notification of their absence issued by the CEO or his representative. When remote operations are available, members will have the opportunity to restore up to two (2) absences per term by watching or listening to the recording of the meeting within 30 days. Should a member receive a warning letter for absences, the member will be entitled to 30 days in which they may respond to the notice of absence by providing a written explanation of their situation. Members who accrue five (5) total absences, whether absences are consecutive or non-consecutive, and regardless if the absences are excused; shall receive written notice that they have forfeited their membership on the Planning Council. The Planning Council shall provide reasonable accommodations to those members who require and request accommodation because of illness or disability.

Rationale : Addition of language regarding attendance

SECTION 4.6 MEMBER VACANCY, RESIGNATION, AND REMOVAL, INCLUDING APPEALS PROCESS (REVISION 2, PAGE 12)

Planning Council members may be removed for cause by a two-thirds vote of the Executive Committee. Cause includes but is not limited to any conduct that would be in violation of the the Boston Public Health Commission's anti-discrimination and sexual harassment policies, including but not limited to

- violence, threats, intimidation, or reasonable fear of violence;
- Harassment based age, race, ethnicity, gender or sexual identity, sexual orientation, or other identities as listed in the BPHC anti-discrimination policy and sexual harassment policy
- Negatively and directly affects the rights and interests of fellow Planning Council members;
- Violates Planning Council by-laws; or
- Interferes with the orderly and efficient operations of the Planning Council.

Rationale : Addition of language specific to discrimination and harassment

ARTICLE 5 – MEETINGS, COMMITTEES AND PROCEDURES
ARTICLE 6 – OFFICERS AND ELECTION OF OFFICERS

Section 5.1 General Meetings

Section 5.2 Notice of Meetings

Section 5.3 Parliamentary Procedure

Section 5.4 Voting

~~Section 6.7~~ 5.5 Quorum

~~Section 6.8~~ 5.6 Manner of Acting

~~Section 6.9~~ 5.7 Actions Requiring a Super-Majority Vote

Section 5.8 Public Comment

Section 5.9 Committee Participation

Rationale : Revised structure for readability

SECTION 7.1 STANDING COMMITTEES; MNC RESPONSIBILITIES

The MNC will meet after the final Planning Council meeting in June to wrap up any pending items on the annual calendar and to make official membership nominations at times to be determined by availability of members of the committee.

Rationale : Reflect MNC meets to conduct Nominations after the Planning Council year

MOTION TO APPROVE THE REVISED PLANNING COUNCIL BYLAWS

Summary of Motion:

Vote to approve the revised Planning Council Bylaws document as presented by the Executive Committee.

YES - You agree with the revisions to the Bylaws

NO - You do not agree with the revisions to the Bylaws

ABSTAIN - You wish to not vote on the motion

SERVICE STANDARDS REVISIONS

Presented By: Manuel Pires and Keith Nolen

WHAT ARE THE SERVICE STANDARDS?

- Elements and expectations a Ryan White service provider follows when implementing a service category
- Ensures same fundamental components of a service category are offered across all providers
- Benchmark for monitoring services and developing contracts

WHAT SHOULD BE ADDRESSED IN A SERVICE STANDARD?

| | |
|--|--|
| Service Category Definition | Case Closure Protocol |
| Intake and Eligibility | Client Rights and Responsibilities |
| Key Service Components & Activities | Grievance Process |
| Personnel Qualifications (including licensure) | Cultural and Linguistic Competency |
| Assessment and Service Plan* Requirements* | Privacy and Confidentiality (including securing records) |
| Transition and Discharge | Recertification |

WHY ARE THE STANDARDS IMPORTANT?

Consumers

- Consumers receive adequate and equitable services

Service Providers

- Providers have a service delivery model to follow

Recipient

- Recipient can ensure services are consistent

Quality Managers

- Creates framework for CQM to measure outcomes

Planning Council

- Members understand how services are provided

HOW ARE THE STANDARDS DEVELOPED?

Partnership between BPHC and Planning Council

Proposal Overview:

Section 1.0: Eligibility, Insurance & Recertification

Section 1.3: Income

Section 1.4: Boston EMA Residency

Section 1.5: Health Insurance

Section 1.6: Recertification

Section 2.1: Intake

Section 2.4: Discharging, Transferring or Case Closures

Section 11.0: Emergency Financial Assistance

Section 15.1: Linguistic Assessment

SECTION 1.0: ELIGIBILITY, INSURANCE & RECERTIFICATION

| Original Language | Proposed New Language |
|--|--|
| <p>Additionally, RWHAP funds may not be used for any item or service “for which payment has been made or can reasonably be expected to be made” by another payment source. RWSD is required to check insurance to ensure that Part A funds remain the payor of last resort</p> | <p>Ryan White legislation requires that individuals receiving services through Ryan White Part A funding must have a diagnosis of HIV, reside in the Boston EMA and be low-income. Subrecipients must demonstrate that all other funding sources available are fully exhausted before Ryan White funds are utilized. Funded subrecipients are responsible for screening clients for eligibility for Medicaid (MassHealth), other third-party insurance, and other funding sources as appropriate. Ryan White Part A funding may not be used for any item or service “for which payment has been made or can reasonably be expected to be made” by another payment source.</p> <p>RWSD will monitor procedures to ensure that all funded providers verify and document client eligibility and insurance status.</p> |

SECTION 1.3: INCOME

| Original Language | Proposed New Language |
|---|---|
| <p>Must have an income under 500% of the most current FPL. Documentation includes:</p> <ul style="list-style-type: none">• State/Federal Tax Return• Current pay stub• Bank statement indicating direct deposited income• Disability award letter• Self-employment affidavit• Support affidavit• MassHealth Verification (i.e. screen shot of EHR face sheet or Virtual Gateway verification)• HDAP approval letter | <p>Must have an income of 500% or less of the most current FPL. Documentation includes at least one of the following:</p> <ul style="list-style-type: none">• State/Federal Tax Return• Current pay stub• Bank statement indicating direct deposited income• Disability award letter• Self-employment affidavit• Support affidavit• MassHealth Verification (i.e. screen shot of EHR face sheet or Virtual Gateway verification)• HDAP approval letter |

SECTION 1.4: BOSTON EMA RESIDENCY

| Original Language | Proposed New Language |
|---|---|
| <p>The client must reside within the 10 counties of the Boston EMA. Documentation includes:</p> <ul style="list-style-type: none">• Utility Bill | <p>The client must reside within the 10 counties of the Boston EMA. Documentation includes at least one of the following:</p> <ul style="list-style-type: none">• Utility Bill |

SECTION 1.5: HEALTH INSURANCE

| Original Language | Proposed New Language |
|--|---|
| <p>The client must be enrolled, or in the process of enrolling into health insurance.</p> <p>Documentation includes:</p> <ul style="list-style-type: none">• Insurance Verification document• Recent Explanation of Benefits• Recent Explanation of Payment• Recent Premium Bill• MassHealth letter• Patient Medical Information (PMI) Form • HDAP approval letter | <p>The client must be enrolled, or in the process of enrolling into health insurance. Documentation includes at least one of the following:</p> <ul style="list-style-type: none">• Insurance Verification document• Recent Explanation of Benefits• Recent Explanation of Payment• Recent Premium Bill• MassHealth letter• Patient Medical Information (PMI) Form• HDAP approval letter |

SECTION 1.6: RECERTIFICATION

| Original Language | Proposed New Language |
|---|---|
| <p>Providers must recertify Ryan White Part A eligibility every 6 months. A self-attestation of no change in EMA residency, insurance coverage, and income, signed by the client, can be submitted at the 6-month recertification. If the attestation is provided verbally by the client, the provider must document this but require the client to sign next time they are in. A client may also fax or email a self attestation which does not need to be signed by the client.</p> | <p>Providers must recertify Ryan White Part A eligibility every 12 months. A self-attestation of no change in EMA residency, insurance coverage, and income, signed by the client, can be submitted at the annual recertification. If the attestation is provided verbally by the client, the provider must document this but require the client to sign next time they are in. A client may also fax or email a self attestation which does not need to be signed by the client.</p> |

SECTION 2.1: INTAKE

| Original Language | Proposed New Language |
|--|---|
| <p>Within 14 days of initial contact with a client, the agency must perform an intake. Intakes must include the collection of identifying information and the review and completion of the Confidentiality Policy and Patient Grievance Procedures forms, the Patient Rights and Responsibilities form, and the Consent to Receive Services form.</p> | <p>Within 14 days of initial contact with a client, the agency must perform an intake. Intakes must include the collection of identifying information and the review and completion of the Confidentiality Policy and Client Grievance Procedures forms, the Patient Rights and Responsibilities form, and the Consent to Receive Services form.</p> |

SECTION 2.4: DISCHARGING, TRANSFERRING OR CASE CLOSURES

| Original Language | Proposed New Language |
|---|--|
| <p>The agency must have policies and procedures in place to discharge, transition and/or close cases when the client:</p> <ul style="list-style-type: none">• Relocates out of the service area• Has no direct program contact in the past 6 months (becomes inactive) despite provider contact to engage in care.• No longer needs the service• Discontinues from the services• Is incarcerated long term | <p>The agency must have policies and procedures in place to discharge, transition and/or close cases when the client:</p> <ul style="list-style-type: none">• Relocates out of the service area• Has no direct program contact in the past 6 months (becomes inactive) despite provider contact to engage in care.• No longer needs the service• Discontinues from the services• Is incarcerated for a year or longer |

SECTION 11.0: EMERGENCY FINANCIAL ASSISTANCE

| Original Language | Proposed New Language |
|---|--|
| Housing (may include as rent or temporary shelter. EFA can only be used if HOPWA assistance is not available) | Housing (may include as rent or temporary shelter, no more than 6 months. EFA can only be used if HOPWA assistance is not available) |

SECTION 15.1: LINGUISTIC ASSESSMENT

| Original Language | Proposed New Language |
|--|--|
| <p>Client files will have documented evidence of a need for linguistic services for interpretation/translation in order to communicate with the healthcare provider and/or other service providers.</p> | <p>Client files will have documented need for linguistic services for interpretation/translation in order to communicate with the healthcare provider and/or other service providers.</p> |

VOTE

Motion to Approve the Standards of Care as Modified

Summary of Motion

Vote to approve the modified Standards of Care as initially edited by the ad hoc group and finalized by SPEC, RWSD/BPHC and Planning Council for FY22

Yes I agree with the motion

No I do not agree with the motion

Abstain I wish not to vote

Announcements

SHARE WITH THE COUNCIL

- Planning Council Recruitment
 - Incumbent and New Member Applications available on Basecamp
- Anti-Stigma Campaign
 - Tik Tok Videos



Thank you!

DO NOT FORGET TO SUBMIT YOUR EVALUATION!

