



# LOS ANGELES COUNTY COMMISSION ON HIV

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## STANDARDS OF CARE COMMITTEE MEETING MINUTES

April 3, 2008

**APPROVED**  
5/01/08

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMMISSION STAFF/CONSULTANTS
Angelica Palmeros, <i>Co-Chair</i>	Fariba Younai, <i>Co-Chair</i>	Joanne Granai	Angela Boger	Jane Nachazel
Mark Davis	Sharon Chamberlain	Mike Jackson	Michael Green	Glenda Pinney
Maxine Franklin		Rich Mathias	Mary Orticke	Doris Reed
Terry Goddard		Jenny O'Malley	Shobita Rajagopalan	Craig Vincent-Jones
David Giugni			Lanet Williams	
Jan King			Juhua Wu	
Brad Land				
Everardo Orozco				

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Standards of Care Committee Agenda, 4/03/2008
- 2) **Minutes:** Standards of Care Committee Meeting Minutes, 2/07/2008
- 3) **Memorandum:** Dissemination Strategy, 7/31/2003
- 4) **PowerPoint:** A Strategy for Disseminating Standards, 9/11/2003
- 5) **Matrix:** Report on SOC Committee's Plans to Revise Selected Standards of Care, 4/03/2008
- 6) **Matrix:** Medical Care Coordination Model Implementation Timeline, 4/03/2008
- 7) **Plan:** Commission's Year 17 Implementation Plan, 6/12/2007

1. **CALL TO ORDER:** Ms. Palmeros called the meeting to order at 9:15 am.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** February 7, 2008 Standards of Care Committee meeting minutes approved as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:**
  - A. **Co-Chair Elections:** Mr. Vincent-Jones reported Ms. Palmeros and Dr. Younai had been re-nominated. There were no other nominations.  
**MOTION #3:** Elect Angelica Palmeros and Fariba Younai as Co-Chairs of the Standards of Care Committee for 2008 (*Passed by Consensus*).

8. **STANDARDS OF CARE REVISIONS:** Mr. Vincent-Jones presented a list of proposed standards revisions/modifications that the SOC Committee made at its March 6<sup>th</sup> meeting. Target dates were based on how items would affect the standards as a whole and other factors, and were determined by staff and the consultant. Eventually all standards will be reviewed on a rotating schedule.
9. **DISSEMINATION PLAN:**
- Mr. Vincent-Jones noted the plan had been developed in 2003 before many current members were present, so he felt it would be helpful to review it given ongoing dissemination discussions/questions. Audiences in the various local, regional, and global areas were: consumers, providers, professionals, and policy-makers.
  - The primary focus of the "Standards of Care Dissemination Plan" is local, including associated materials to assist providers, and to inform consumers about services with readily understandable materials and the Patients' Bill of Rights. Training, possibly through slide shows on the website, will also be created for providers and consumers. The regional strategy is to work with a Education Treatment Centers (AETCs)/National Minority (NM)AETC and to incorporate standards information into their training. The global strategy will rely heavily on the website and presentations.
  - He reported that a proposal was being submitted to the Quality and Productivity Commission to produce the standards, Special Population Guidelines, consumer brochures/fact sheets in English and Spanish, the Patients' Bill of Rights, the Grievance Procedure, and PowerPoint trainings. A binder format would be used to make updating material easier, CDs would be produced, and it would be on the website. The project should begin in June assuming funding.
10. **MEDICAL CARE COORDINATION:**
- A. Financial Simulation:**
- Mr. Vincent-Jones reported that the revised medical care coordination (MCC) document will be sent to the Expert Review Panels for final review and their comments could be reviewed by the Committee in June. The financial simulation will be done concurrently with the standard and both brought to the Commission together.
  - Work is expected to begin on the financial simulation in April. Kay Grinnell has been selected to develop the simulation technology. The project scope begins by determining, with OAPP, which data to get from providers. After statistical analysis of data, she will come to LA for a week to refine it with providers and for qualitative interviews.
  - After completing the simulation, Ms. Grinnell will return for a second week to present it to the Commission and at the Service Provider Networks (SPNs). The project should be completed by the Fall which would include an actual simulation run showing variations in potential distributions under different situations; an optimization model would explore optimal costs and expenditures related to acuity and client loads; a sensitivity analysis looking at both the simulation and optimization to determine the most critical factors; and a decision tree to help the Commission learn the progression of decisions needed to implement the model; and possibly other types of modeling. This project was designed not only to provide a report, but as a tool to use as needed.
- B. Implementation:**
- Dr. Green presented a draft timeline developed by OAPP of medical care coordination implementation running through 2010. The timeline was broken into five sections with the County contracting procedures hardest to predict. The Committee made the following changes to the timeline:
    - **1. Service Model Development/Refinement:** Final standards of care adoption was shifted back to August. It was agreed that service descriptions would be done by the SOC in collaboration with OAPP. Mr. Vincent-Jones noted the Committee was working on performance measures for service effectiveness. Dr. Green concurred that OAPP would develop performance measures for quality management.
    - **5. Implementation – Training & Technical Assistance (TA):** 5.1 OAPP training and TA would begin at the same time as SOW development to ready agencies for implementation of the contracts. Dr. Green noted that, in addition to readying agencies for contracts, it also would assist agencies to respond to RFPs. Dr. Green recommended adding joint OAPP/Commission consumer training on how the system would work and benefits to them. Mr. Land added they should also understand their responsibility to communicate with case managers/workers to bridge any service gaps. It was agreed that previously discussed standards trainings would meet these needs.
  - ➔ It was agreed to merge the Commission's and OAPP's timelines, include a line for the Commission's outcome measures for service effectiveness in each category, and add subheading for the 2010 priorities- and allocations-setting process after budget analysis.
  - Mr. Goddard said that at a recent conference several states reported using Medi-Cal/Medicaid for case management. Mr. Vincent-Jones said this system was consistent with that, but the subject had yet to be reviewed.
  - Dr. King noted those found eligible at assessment were referred to Medi-Cal, but not everyone was eligible.

- Mr. Vincent-Jones agreed to agendize the subject with someone who has the proper expertise at a future SOC meeting. The discussion would address issues such as what Medi-Cal might pay for and what resources might be available through it (such as forms and acuity scales).
  - Ms. O'Malley asked about the state ARIES case management data management program. Dr. Green said ARIES was two or three steps behind the current CaseWatch system. Communication was being developed between them.
11. **COMMITTEE WORKPLAN UPDATE:**
- It was agreed that Mr. Vincent-Jones and the SOC Co-Chairs would update the document and bring it back for review.
12. **GRIEVANCE POLICIES AND PROCEDURES:** Mr. Vincent-Jones said a conference call was held with Dr. Davis, Ms. Granai, Ms. O'Malley, Ms. Orticke, Mr. Orozco, and himself. There was extensive discussion on redrafting previously identified sections.
- A follow-up conference call would be scheduled to continue the work.
13. **SERVICE EFFECTIVENESS:** There was no additional information.
14. **MEDICAL OUTPATIENT RATE STUDY:** There was no additional information.
15. **AETC REPORT:** There was no report.
16. **WORK PLAN:**
- A. **Priorities:** There was no additional information.
  - B. **Assignments:** Mr. Vincent-Jones summarized agreed upon tasks:
    - Update and return the SOC Committee Work Plan.
    - The Grievance Policies and Procedures work group would report back at a following SOC meeting.
    - The SOW for the financial simulation would be included in the Commission packet.
    - Medi-Cal issues would be agendized for the May SOC meeting.
17. **ANNOUNCEMENTS:** Mr. Goddard announced the annual Aid for AIDS Dine Out LA would be April 17<sup>th</sup>. Information on participating restaurants was on their website.
18. **ADJOURNMENT:** The meeting was adjourned at 11:00 pm.