



**Evaluation and Assessment Committee Meeting**  
**January 15, 2015**  
**Planned Parenthood**  
**2430 Poplar Avenue St. 100**  
**3:30 PM**

| Attendance | Committee Members | Attendance | Committee Members   |
|------------|-------------------|------------|---------------------|
| P          | Melissa Wright*   | P          | Christopher Mathews |
| P          | Lisa Brisendine   | A          | Elise McNutt        |
| P          | Lee Goins         | A          | Wendell Wainwright  |
| P          | Henry Jay Johnson | A          | Brandon Williams    |
| A          | Marilyn Lyles     | P          | Sheila Williams     |

\*Denotes Chair

A=Absent

P=Present

T=Telephone

**Others Present:** Nycole Alston, Jennifer Pepper, Jimmie Samuels, Fatimah Stout

**I. Call to Order**

The meeting was called to order at 3:36 PM by Melissa Wright.

**II. Statement of Confidentiality/Conflict of Interest**

Everyone was reminded of the Statement of Confidentiality and Conflict of Interest policy. No Committee members had any new conflicts of interest to disclose.

**III. Welcome/ Introductions/ Moment of Silence and Remembrance**

Everyone was welcomed to the meeting and a moment of silence and remembrance was observed.

**IV. Roll Call**

Melissa Wright called roll and there was a quorum present in order to conduct business.

**V. Approval of Agenda**

The agenda was approved by general consent.

**VI. Approval of Minutes (attached)**

Christopher Mathews moved to approve the December meeting minutes. Lisa Brisendine seconded the motion. The motion carried.

**I. Old Business**

**a. Food Bank Standard of Care (attached)**

Melissa Wright, Co-Chair, briefly discussed the Food Bank Standard of Care.

- o If a patient makes \$149.00 or less they are eligible for food stamps.
- o The Evaluation & Assessment Committee is looking at changing those standards.
- o Melissa went to the different committees this month as well as last month on the suggestions the Evaluation & Assessment Committee has come up with, and she is bringing back the feedback she received from each committee.
- o The suggestions Melissa received about the Food Bank Standard of Care are:
  - Under IV. Eligibility Determination/Intake/Screening- Section A. Change 101%-200% to each or 100%-200% for both.

- Jennifer Pepper, Program and Quality Manager, added they are different because the idea is with 100% and below the client can access food stamps. Section B was added for those clients that are below 100% but cannot access food stamps. If they are above 100% they are eligible.
- It was suggested to make all undocumented clients eligible with no food stamp letters.
- Clients with felonies, has to be below 200% and have to bring a food stamp letter to show they have been denied.
- Christopher Mathews asked about ways to document a client who is undocumented.
- Jennifer suggested taking out the SNAP denial letter and state in the Standards verbiage the documentation must be in the client's file and leave it up to the agency's policy to say what appropriate documentation are.
- Lisa Brisendine asked what specific documentation is asked upon the undocumented clients.
- Melissa stated in Tennessee, the Medical Case Managers generate 999 numbers for undocumented clients.
- Jennifer added if the case manager make notation that he or she made the client eligible for food because they are undocumented or has a felony is acceptable to the Grantee.
- Jennifer stated in Section B. take out, *undocumented clients and clients with a felony record*. Also take out the sentence after that and say *documentation in client's file*.
- The goal is to make sure each agency knows they have to produce personal hygiene items.
- Melissa asked when presenting HRSA Service Definition can the Grantee highlight all the changes.
- The Grantee agreed to highlight the changes that were amended in the Standards of Care.
- The committee agreed to keep the 101 and 100, but come back to the undocumented.
- Jay Johnson added in the regards to the eligibility for food stamps, if you have a drug-related offense or fraud the system you get a one-year suspension for the first offense, two-year suspension for the second offense, and the third offense you can never receive food stamps again.
- The committee agreed that if a client has a felony, he or she must have a SNAP letter.
- Jennifer suggested conducting training for Medical Case Managers.
- It was agreed upon by the committee to keep Section B., first paragraph the same. In the second paragraph, take off the second sentence. For Measure/Method, state, *Documentation in client file. If felony SNAP letter required*.

**b. EFA Standard of Care (attached)**

- There is currently a \$500 cap and the discussion was for clients who are trying to obtain housing and have an old utility bill of more than \$500 they should receive an extra \$500 for emergency purposes if they fall under the requirements.
- There were some committee members who felt the additional money should be \$700 because sometimes the bills are more than a \$1000.
- The committee agreed to keep it at \$500.
- The Grantee agreed to look at the data next year and re-consider change the amount.
- In the EFA Standards of Care, committee members wanted to change the verbiage pertaining to glasses and make sure it is related to HIV.

- The Grantee agreed to place the verbiage in the Standards of Care and highlight the changes.
- Some committee members wanted the Standards to be clear as far as to what exactly the \$500 cap is for and the stipulations behind receiving the emergency \$500.
- It was suggested for the Grantee to do some extensive training with the Medical Case Managers as well as the consumers with understanding the content of the EFA.
- There were concerns with why the emergency \$500 cannot assist with mortgage but can assist with rent.
- Jennifer stated, according to HRSA, you can assist with rent but you cannot assist with paying a client's mortgage.
- The Grantee will be asking the Planning Group at the next H-CAP meeting for requests to do reallocations for the next grant year. One of the requests is to take money out of the Housing Program.
- The Grantee is asking to drop the housing funding so it is enough to provide the clients that are already in the program. The program is currently not accepting any new clients.
- The Grantee want to spend the next year working with the Evaluation & Assessment Committee on redesigning the housing program so it can meet other client's needs.
- The committee agreed to keep the Standard that the additional \$500 is for utilities and for emergency short-term housing.
- In Section D. of the Standard, committee members wanted to see verbiage pertaining to if the patient is a minor, disabled, have mental health issues, and the utility bill is in the guardian name; can this be an exception to using the emergency \$500.
- Jennifer stated the utility bill and the pending housing agreement must be in the client's name or the name of his or her parent or guardian.
- Lisa Brisendine asked does the training for the Medical Case Managers need to be in the Standards.
- Jennifer stated it needs to be a directive. She added the Grantee is planning to do some training at the beginning of the grant year.
- The Grantee also made the decision that once the Evaluation & Assessment Committee updates the Standards of Care, there will be training on webinar.
- Christopher Mathews asked could the Grantee office bring in someone from the Department of Human Services to give some background as to what qualify and disqualify a patient from receiving food stamps.
- Jennifer asked if anyone had any contacts with anyone at the Department of Human Services.
- Melissa stated she had a contact person.
- Jay added there is also an agency earned benefits program that works with the agency and they are mobile. They also have access to the food stamp system.
- Christopher Mathews moved to group the Standards of Care so it can go before the H-CAP body to vote upon. Jimmie Samuels seconded the motion. The motion carried.
- Christopher Mathews moved to approve both Standards of Care so it can be presented to the H-CAP body with the corrections that were made. Jimmie Samuels second the motion. The motion carried.
- Jennifer will make the necessary changes and highlight them so the members can see the changes.

## **II. New Business**

### **a. Agenda Items for next month**

- Committee work plan
- In-plus Care Measures

**III. Other Business**

Jimmie Samuels asked Melissa how is the Affordable Care Act enrollment is looking. Melissa stated she has a conference call on Friday with various organizations. Within our area enrollment is going well. Open enrollment ends February 15<sup>th</sup>. They are also enrolling individuals all year with Medicare who are having difficulties with their Co-pay.

**IV. Announcements**

- The Tennessee Ryan White IAP is also enrolling people who have Medicare and encounter the coverage gap ('donut hole.') This will help them reduce medical expense. Enrollment is limited and must be done by February 15. Please contact your Medical Case Managers to see if you are eligible.
- There is a webinar on January 29<sup>th</sup> in regards to getting Ryan White clients signed up for ACA.
- The retreat is February 27<sup>th</sup> at the Civil Rights Museum from 8AM-4PM.

**V. Adjournment**

Meeting adjourned at 4:58PM.

**Next Meeting:** February 11<sup>th</sup> at 3:30PM, Planned Parenthood, (2430 Poplar Ave).

\_\_\_\_\_  
Melissa Wright, Committee Chair

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Nycole Alston, Planning Group Manager

\_\_\_\_\_  
Date