



**Evaluation and Assessment Committee Meeting
 Junior League of Memphis
 CRC (Board Room)
 3475 Central Ave.
 January 11, 2017**

Attendance	Committee Members	Attendance	Committee Members
P	Mardrequis Harris*	P	Lee Goins
P	Melanie Bradley	A	Brooke Askew
A	Melanie Copeland	P	Henry "Jay" Johnson
P	Dr. Davida Hollerman	P	Rachel Brooks
A	Ray Leitschuh	P	Mary Jones
P	Tomekicia Wren		

*Denotes Chair

A=Absent

P=Present

Others Present: Parrish Oglesby, Jacquine Rankins, Jennifer Pepper, Charles Kolesar, Jimmie Samuels, Gregory Vassar, Trevor Rawls

-
- I. Call to Order** **Committee Chair**
 The meeting was called to order at 4:00pm.
 - 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 brief introduction session was held. A moment of silence and remembrance was observed.
 - IV. Roll Call**
 Mardrequis called the roll and there was a quorum present in order to conduct business.
 - V. Approval of Agenda**
 The agenda was accepted and approved by common consent.
 - VI. Approval of Minutes**
 The minutes were accepted and approved by common consent.
 - VII. Planning Group Report** **Parrish Oglesby, Planning Group Manager**
 The committee was briefed on the progress of the group:
 - a. The group is at (35) full members and (2) alternate members. We are still recruiting and interviewing.
 - b. We currently have members in attendance default that is in the process of appealing.
 - c. Brooke Askew, which she is a part of Evaluation & Assessment committee, will be moving to another committee that will work better with her schooling schedule.
 - d. There is a new chair in Community Partnership (Marsha Turner).
 - VIII. Old Business**
 - a. **Standards of Care:** **Charles Kolesar, Program & Quality Manager**
 - **Medical Case Management (pages 7-11)** **Ryan White**
 - i. Highlights
 - 1. (Pg.7, Access to Services):
 - a. Revise (E.) (to better perform their respective job duties) with (related to HIV care and treatment and/ or services provision (minimum 3 hours HIV

specific) to better perform their respective job duties.)

- b. **(Measure/Method)**- Minimum of 9 hours of continuing education required annually to be tracked and maintained by the agency.
2. **(Pg. 7, Eligibility Determination/Intake/Screening):**
 - a. Add (D.) Minimum "core" data elements collected for certification and recertification should include: Legal first name, Legal last name, Gender, Complete date of birth Street Address, City, State, Zip code, County, Race, Ethnicity, and latest annual review information including: latest insurance assessment, latest Federal poverty level, and the latest housing arrangement.
3. **(Pg. 9, Assessment):**
 - a. Remove Mental Health from list.
4. **(Pg. 11, Monitoring/Reassessment/Termination of Treatment Plan):**
 - a. Add to (C.) Clear policies and procedures related to the closure of the patient's record must be in place; also add to the end of (C.) All efforts should be made to ensure continuity of care whenever possible.
5. **(Pg. 11, Monitoring/Reassessment/Termination of Treatment Plan):** Revise list under (D.)
 - a. Remove (Lack of goal attainment).
 - b. Add (Non-compliance with the agencies standard operation procedures related to the safety of staff, clients, and visitors.
 - c. Remove (Stipulation of written plan)
6. **(Pg. 12, Client Rights and Responsibilities):** Under (D.), Measure/Method,
 - a. Add (Policies and procedures regarding the availability of the client's transfer to an outside agency must be clearly stated.

IX. New Business

a. Agenda items for H-CAP

There are no recommended items at this time.

b. Agenda items for next month

- Standards of Care: Medical Case Management

X. Other Business/Public Comment

There is no other business or public comments at this time.

XI. Announcements (as printed on agenda)

- February 17, 2017 will be H-CAP Annual Retreat.
 - a. Location will be at Shelby Farms, and transportation will be providing through Premiere Charter. Pick-up and Drop-off will be at Friends for Life. The retreat will be from 8:00am-4:00pm, this will include breakfast and lunch.

V. Adjournment

Meeting adjourned at 5:38P.M.

Next Meeting: February 8th at 4:00P.M., Junior League of Memphis CRC (Board Room), 3475 Central Ave.