



**Evaluation and Assessment Committee Meeting
CHOICES (Training Room)
1726 Poplar Ave.
June 8, 2016
4:00 PM**

Attendance	Committee Members	Attendance	Committee Members
A	Mardreques Harris*	P	Lee Goins
P	Melanie Bradley	P	Brooke Askew
P	Lisa Brisendine	P	Henry "Jay" Johnson
A	Toni Burnett	A	Rachel Brooks
P	Melanie Copeland	A	Kelli Davis
P	Dr. Davida Hollerman	P	Mary Jones
A	Cedric Robinson		

*Denotes Chair

A=Absent

P=Present

T=Telephone

Others Present: Parrish Oglesby, Charles Kolesar, Jimmie Samuels, Trevor Rawls, Fatimah Stout

- I. Call to Order** **Committee Chair**
The meeting was called to order at 4:11pm by Lisa Brisendine appointed by Committee Chair in his absence.
- 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**
Lisa called roll and there was a quorum present in order to conduct business.
- V. Approval of Agenda**
The agenda was approved by common consent.
- VI. Approval of Minutes**
The minutes were approved by common consent.
- VII. Planning Group Report** **Parrish Oglesby, Planning Group Manager**
Parrish Oglesby, Planning Group Manager briefed the committee on the progress of the group:
 - a. Membership Reflectiveness- Currently at full capacity in membership.
 - b. The goal is to add more consumers on H-CAP making sure demographics are covered.
 - c. The (HRSA) Health Resources and Services Administration report is completed.
 - d. Will be using an overhead projector at H-CAP to display Conflicts of Interest.
 - e. PSRA will be September 28th from 12:00-6:00pm. The Red Cross of Greater Memphis.
- VIII. Old Business**
 - a. Memphis TGA Assessment of Administrative Mechanism for 2016**
 - The Memphis TGA Assessment of Administrative Mechanism 2016 survey was sent out on June 7th. The deadline to complete and return the surveys will be June 28th.

IX. New Business

a. Medical Nutrition Therapy Standards of Care

Charles Kolesar, Quality Management Coordinator briefed the committee on recommendations or concerns in the standard reviewed by Mardrey Wade:

- a. Under section V., Currently the subtitle is Treatment Plan. Suggestion to change subtitle to Care Plan.
- b. Under section IV. It is a requirement to have a final assessment or a termination Assessment.
 - There is an initial intake assessment written in this section but it should also include the final assessment or the termination assessment.
- c. Under section IV Assessment/Treatment, Standard-#B. There should be a requirement for a Physician written order for a referral.
- d. Final suggestion, recommendation to giving clients food vouchers.
 - The Dietician should be able to give out additional vouchers to make sure a client is reaching their Care Plan.
- e. Suggestions from committee member Lisa Brisendine:
 - Instead of reviewing and updating desired outcomes or nutrition care every six months, it should be done every three months.
 - Under the definition, should add HRSA definition of Medical Nutrition Therapy. (Policy notice # 16-02)
 - Committee will get input from a Nutritionist before proceeding.

b. Update/develop tasks and activities for GY 2016 Committee Work Plan

• Highlights

- Review & revise at least (1) or more Standards of Care- Monthly.
- Review In+Care Campaign Measures every (3) months.
- Suggestion to add a column that would be for marking items have been completed or in progress.

c. Agenda items for HCAP

- Recommend change to verbiage for the Medical Nutrition Therapy Standards of Care pending feedback from Registered Dietician or Licensed/Certified Nutritionist.

d. Agenda items for next month

- Recommendations or suggestion from Registered Dietician or Licensed/Certified Nutritionist for the Medical Nutrition Therapy Standards of Care.
- Update/develop tasks and activities for GY 2016 Committee Work Plan
- Memphis TGA Assessment of Administrative Mechanism for 2016

X. Other Business/Public Comment

- Trevor Rawls suggested more training for consumers relating to verbiage of services and components. Jimmie Samuel confirmed there is a Consumer Input Meeting in place for concerns.

XI. Announcements

- There are no announcements at this time

V. Adjournment

Meeting adjourned at 5:17P.M.

Next Meeting: August 10th at 4:00P.M., CHOICES (Training Room), 1726 Poplar Ave.