



**Evaluation and Assessment Committee Meeting
CHOICES (Training Room)
1726 Poplar Ave.
May 11, 2016
4:00 PM**

Attendance	Committee Members	Attendance	Committee Members
P	Mardreques Harris*	P	Lee Goins
P	Melanie Bradley	P	Brooke Askew
P	Lisa Brisendine	P	Henry "Jay" Johnson
P	Toni Burnett		
P	Melanie Copeland		

* Denotes Chair

A=Absent

P=Present

T=Telephone

Others Present: Jennifer Pepper, Parrish Oglesby, Jacquine Rankins, Charles Kolesar, Steve Overman, Jimmie Samuels, Kelli Davis

- I. Call to Order** **Committee Chair**
The meeting was called to order at 4:04pm by Mardreques Harris.
- 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**
Mardreques 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 gave the planning group areas of concern:
 a. Membership Reflectiveness- We currently has 34 full members, and 2 alternate members.
 b. Parrish will be using an overhead projector at upcoming meetings for information to complete required HRSA report.
 c. Parrish will be using an overhead projector at H-CAP to display Conflicts of Interest.
 d. PSRA will be September 28th from 12:00-6:00pm.
- VIII. Old Business**
 a. **Outreach Services Standards of Care**
 - Suggested under V., Service Coordination/Treatment/Referral to change the verbiage to reflect updated current terms when referring to linkage to care.
 - Updated statement: All clients identified through Outreach Services who are out of medical care will be referred to an Early Intervention Specialist, Medical Case Manager, Linkage to Care Specialist, or any other qualified professional.

IX. New Business

a. Performances Measurements

Steve Overman, Ryan White Data Analyst

Steve Overman, Ryan White Data Analyst, briefed the committee on the Performance Measurements

- Currently, There are improvements on all of the performance measurements with the exception of visit frequency those numbers have decreased slightly.
- Currently, the Memphis TGA is on target to meeting our thresholds. If looking at the numbers by clients out of 3,700 we would be off by 87 for Viral Suppression and 55 for Prescription. Visit frequency in gaps is off by 128 and 45 clients.
- The thresholds for GY'2016: Viral Suppression is 72.3%, Prescription 81.49%, Visit frequency is 67.03%, and Gap in visit measurements is 15.51%.

b. Update for Oral Health Standards of Care

- Currently, the committee voted to move the cap for Oral Health care to \$2500.00.
 - Suggestion to increase the cap for Oral Health care to \$5000.00.

c. Memphis TGA Assessment of Administrative Mechanism for 2016

This assessment is part of the Grant Application process to be completed annually to rate the Grantee Office ensuring they are operating up to standard.

- The Mechanism must to be completed before October 2016.
- Under the Planning Process survey for H-CAP
 - Question 4, made grammatical changes reflecting proper English.
- Under Information and Reports to the Planning Group
 - Question 1 & 2 are duplicate, removed question 2.
- The surveys are to be sent out June 7th and the dateline to complete and return will be June 28th.

d. Agenda items for HCAP

- Recommend change to verbiage for the Outreach Services Standards of Care.
- Recommend increase to the cap for Oral Health Care from \$2500.00 to \$5000.00.

e. Agenda items for next month

- Update/develop tasks and activities for GY 2016 Committee Work Plan
- Revise/update/change/review next available Standard of Care

X. Other Business/Public Comment

- Henry "Jay" Johnson thanked Kelli Davis for attending committee meeting.
- Parrish Oglesby thanked the Evaluation & Assessment committee for organized committee meeting. And the suggested increase in the cap for Oral Health Standards of Care.

XI. Announcements

- S.O.S Symposium is coming up and the Tennessee Department of Health and amfAR will be sponsoring the pre-conference activities that Thursday. The whole day will be focused on PreP, uptakes, etc.

V. Adjournment

Meeting adjourned at 5:03P.M.

Next Meeting: June 8th at 4:00P.M., CHOICES (Training Room), 1726 Poplar Ave.