



**Monthly Service Provider Meeting Minutes**  
**February 20, 2013 3:00pm**  
**Community Foundation of Greater Memphis**  
**1900 Union Avenue**

**Ryan White and Prevention Providers Present**

Bridges, Tiffany – Tutwiler Clinic  
Brisendine, Lisa - EAFHC  
CaPece, Elokin - PPGMR  
Chalmers, Kenyell  
Chandler, Amanda - CCHSC  
Cooper, Marquita - CSA  
Daughtery, Kim – Friends For Life

Davis, Kelli –The Church On The Square  
Foster, Latonya - MHC  
Henderson, Candace – M.M.D  
Hill, Jan – Shelby Co. Health Department  
Jackson, Mary – CAAP  
Johnson, Henry  
Koepke, Susan – Scared Heart

LaBonte, Michael – Crisis Center  
Maxey, Whitney - ASCC  
McDermott, Sr. Bettean- SHSM  
McFarland, Shelia - CAAP  
Randall, Maria – Hope House  
Ruth, Teresa – Tutwiler Clinic  
Wright , Melissa

**Others Present**

Alston, Nycole  
Hobbs, Sylvia  
Krull, Lisa

Lewis, Kenneth  
Montgomery, Martha  
Taylor, Timkiya

Weatherford, David  
Williams , Nataki  
Young, Dorcas

**WELCOME/INTRODUCTIONS**

Dorcas Young welcomed everyone to the meeting, and everyone participated in an icebreaker.

**PROGRAM AND QM UPDATE – Lisa Krull**

FY 2013 Ryan White Providers and Services

- March 1<sup>st</sup> is the start of our new Grant Year (FY 2013-14).
- The Program Department has drafted provider contracts hopes to send them all next week.
- Proposals from 3 new agencies were received in response to the RFP, but were not selected due to the budget constraints.
- The Grantee’s office has not received the Notice of Grant Award from HRSA, but we were informed that we would receive a partial award to begin the grant year.
- The Grantee’s office does not know what the final award amount will be, or when it will be sent. Therefore, Fiscal has developed budgets for services for the first four months of the new grant year, within the limits of the partial award. Providers should contact David or Lisa if they have not finalized their service category budgets and to work through their budget details.
- A revised Service Directory will be emailed to providers next week.

RSR update

- The initial deadline for submission of the RSR Provider reports and client-level data was February 15<sup>th</sup> and the final RSR report submission to HRSA is due March 15<sup>th</sup>. Martha will provide training at the March Provider meeting to discuss how providers can prepare for RSR reports throughout the year.
- HRSA released a new CAREWare build and a number of agencies and grantees that installed this software are having problems with their data and their RSR report. We have

not installed the new build and recommend that providers not connected to the County server install the build.

- Agencies should contact Martha if they are having problems with the RSR report. Martha will be contacting providers that have submitted their RSR report regarding the status of the report and/or if corrections are needed.

#### In+care February data submission

- As a result of a change in the way data is collected and reported, In + Care retention measures 1, 2 and 3 have significantly improved, and are now better than the National Benchmark average. Retention measure 4, percentage of clients with viral load suppression, continues to need improvement. A copy of the report was distributed to providers.

#### Presentations by Ryan White OP providers on retention efforts

- Five Ryan White OP providers presented information on their retention efforts.

#### **HIV PREVENTION INTERVENTIONS – Kenneth Lewis**

- Kenneth Lewis presented a power point presentation on HIV Prevention Interventions. The following agencies and their interventions are:
  - 1) Friends For Life - ARTAS, CLEAR AND Healthy Relationships
  - 2) Le Bonheur Community Health and Well Being – ARTAS
  - 3) Memphis Health Center - Healthy Relations
  - 4) PEAS, Inc. – SISTA, TWIST and d UP
  - 5) Planned Parenthood Greater Memphis Region – Condom Distribution Program, RESPECT, Safe in the City and VOICES

#### **PLANNING COUNCIL UPDATE - Timkiya Taylor and Nycole Alston**

##### HIV Prevention Committee Applications

- Applications are still available. The first Prevention Planning meeting will be March 28<sup>th</sup> at the Benjamin L. Hooks Central Library, 3030 Poplar Avenue, Meeting Room B & C, 12:00 – 3:00 pm.

##### Next meeting of The Planning Council

- The Planning Council next meeting will be February 27, 2013, 5:30pm at the Benjamin L. Hooks Central Library, 3030 Poplar Avenue, Meeting Room B & C.

#### **FISCAL UPDATE – David Weatherford**

##### February Invoices

- David thanked the Prevention providers for submitting their invoices in a timely manner.
- Fiscal staff anticipates receiving all prevention Purchase Orders within another week, with checks generated within three days.
- Ninety-five percent of Part-A January invoices have been received and are being processed. The amount of turnaround time for the month of January was eight days.
- February 28<sup>th</sup> is the last day of FY 2013 grant year. Fiscal staff encouraged providers to complete all outstanding invoices as soon as possible.
- Contact Fiscal staff if you have any problems or questions regarding payment.

Review of year-to-date Expenditures:

- No report at this time as we will be receiving final invoices within the next few weeks. We anticipate that expenditures for all service categories to be at or near 100%.

**Announcements**

- There were no announcements

**Next meeting:** March 20<sup>th</sup>, 3:00pm at Community Foundation of Greater Memphis, 1900 Union Avenue.

**Adjourn**