



Quality and Performance Measures (QPM) Team

Meeting Notes August 17, 2022

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Meeting Notes

Participants: Tom Butcher, Belinda Clark, Christina Del Vecchio, Daniel Davidson (for part of meeting), Mariliz DeJesus, Nilda Fernandez, Dante Gennaro (for part of meeting), Tawana Hart, Portia Howard, Dan Hulton, Sue Major, Consuelo Muñoz, Angel Ruiz, Meghan Tastensen, Meg Thornton, Melinda Vazquez-Yopp

Facilitator: Peta-Gaye Nembhard

Recorder: Dave Bechtel

Meeting Summary

The team continued its discussion from July on ways to monitor implementation of the 2022-2026 Plan and plans for future meetings. Themes from the discussion included:

- Revise the **Plan Update Template** to include a column for the Responsible Party and supplement the table with a dashboard with the performance measures. (See page 2 of Handout 1.)
- Pilot-test the **Plan Reporting Form** for January 2023 through June 2023. (See page 3 of Handout 1.)
- Schedule a **CHPC Knowledge Build** to share the draft Monitoring Plan and incorporate feedback from the CHPC.
- QPM will meet in **October** and may hold an optional meeting in November.

Identified Tasks

1. QPM staff will revise the Monitoring Plan to reflect the team's feedback and recommendations.
 2. Dave will check past CHPC meeting notes for feedback that the CDC and HRSA provided on the 2017-2021 Plan, and share their feedback with the team.
 3. Nilda Fernandez will check with the Executive Committee on the timing for a Knowledge Build on the monitoring plan.
 4. Daniel Davidson will check with his colleagues at CIRA about assisting in monitoring and evaluating the Plan.
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Welcome and Introductions

DAC co-chair Peta-Gaye Nembhard welcomed everyone to the Quality and Performance Measures (QPM) Team at 11:06 am. QPM reviews and discusses data, develops indicators to track our progress in HIV prevention and care, and helps improve the quality of HIV prevention and care.

Participants introduced themselves in the chat and approved the July QPM meeting notes without changes.



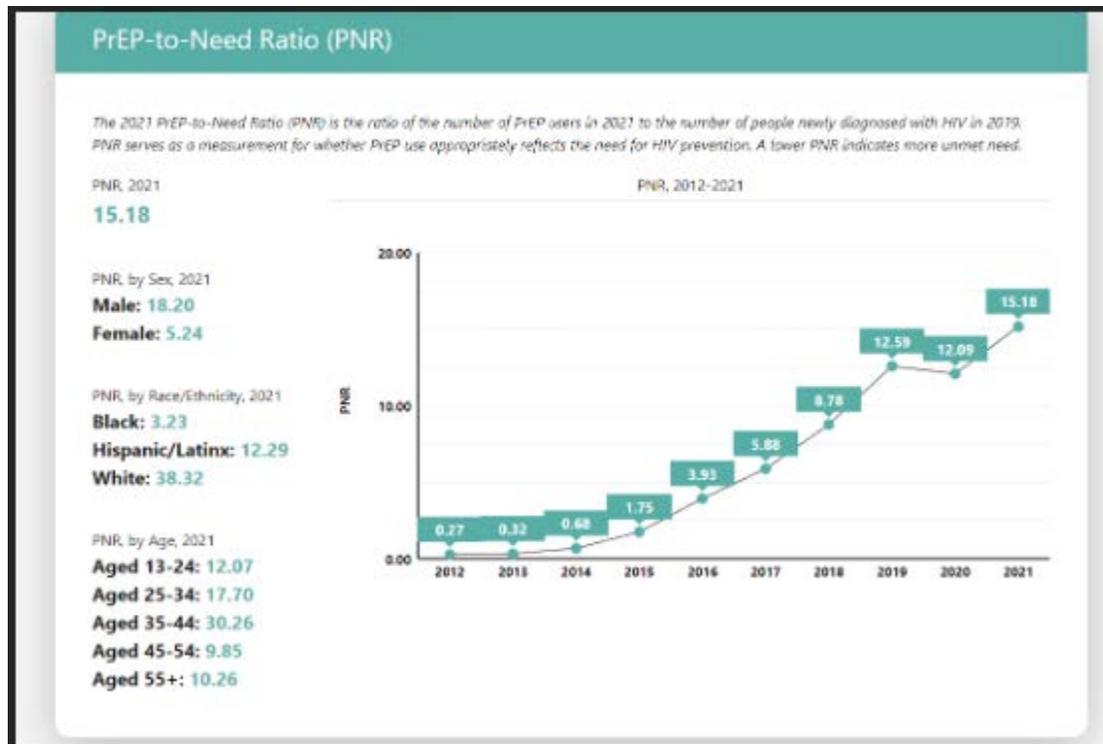
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Updates from the June Meeting

- **PrEP Data.** Sue Major reported that after many requests, [AIDSVu](#) has added PrEP data by race / ethnicity and by age range. The PrEP-to-Need Ratio (PnR) is the number of PrEP users to the number of people newly diagnosed with HIV. The higher the PnR, the better. Ms. Major shared the 2021 PnR data, noting that the rate for Black/African-Americans is very low (3.23) compared with the Connecticut state average (15.18). See below for details.



- **Ryan White Conference.** Peta-Gaye and Melanie Alvarez will be presenting on the Centralized Housing List on August 26 at 11:00 am. Tom Butcher, Nancy Kingwood, and John Sapero will be presenting on Engaging with the Black Faith Community on August 23 at 4:45 pm. Christina Del Vecchio asked if the conference had shared the platform link? Ms. Nembhard stated that this has not been shared yet; everyone who registered for the conference should receive the information via email.
- **CIRA partnership.** Daniel Davidson has not been able to meet with the CIRA team yet, so will update QPM at the September meeting.

Developing a Monitoring Plan

Ms. Nembhard noted that in July, the team had a rich discussion of ways to monitor implementation of the Plan. As described in the meeting notes, team recommendations included:

- Exploring a partnership with CIRA to help evaluate the Plan.
- To the extent possible, building on existing monitoring and reporting efforts to gather information on Plan implementation, and on existing dashboards for presenting data.



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- Incorporating the voices of people with lived experience.
- Considering how CHPC Committees can be involved in developing performance measures and gathering information on Plan strategies.
- Sharing monitoring recommendations with the full CHPC via QPM Updates and a Knowledge Build.

After the July QPM meeting, QPM staff and leads revised the draft Monitoring Plan handout to reflect the team's recommendations. Dave reviewed Handout 1 and the team provided feedback on the Plan Update Template (see page 2) and the Sample Reporting Form (see page 3). Each are discussed below.

Plan Update Template. The team suggested the following improvements:

- Add the Responsible Party. Tom Butcher suggested adding the Responsible Party / Parties as a column to the table. This can be aligned with the Plan (which will likely have a similar table) and provides information on who is implementing the various Plan activities. The addition allows the CHPC to identify who needs to provide updates and can also be used to assess whether certain parties are taking on too much and if there are other organizations / groups we can tap to implement the activities. Dante Gennaro suggested that the Responsible Party can provide feedback on accomplishments and opportunities to improve implementation.
- Include a dashboard. Mr. Gennaro suggested including a dashboard with the performance measures as a supplement to the table (which will include qualitative feedback). Dashboards can be updated as needed, and provide more interactivity. Nilda Fernandez agreed, and suggested also providing back-up information when presenting the Plan indicators (e.g., baseline data).
- Keep the color-coding of progress. Ms. Nembhard liked the color-coding (i.e., green, yellow, red) as a way to easily assess progress. The colors pop out.
- Incorporate feedback from federal funders. Mr. Butcher appreciated the clarity of the Update, and how it can promote accountability. Mr. Butcher asked: how do HRSA (Health Resources and Services Administration) and the CDC (Centers for Disease Control) respond after we submit the Plan in December? Ms. Fernandez and Ms. Nembhard stated that the CHPC did receive feedback from HRSA and the CDC on the 2017-2021 Plan; the level of feedback may depend on Connecticut's federal project officer. Dave will check past CHPC meeting notes to see what feedback was shared for the last Plan. Mr. Butcher suggested starting in January 2023, and incorporating any feedback from the CDC/HRSA when it's received. Ms. Fernandez agreed; this should be a living document.

Sample Reporting Form. Ms. Nembhard stated that the form is a good starting point for collecting implementation data. Participant recommendations included the following:

- Use a calendar year for reporting. Ms. Major noted that different funders have different reporting periods, so there is no one reporting period that will work for all agencies. Ms. Major suggested using a calendar year; that may be easiest for agencies. Ms. Nembhard agreed; they have the same issue with agencies that receive funding from multiple sources. A calendar year



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is the easiest approach; agencies can share their latest report for activities that occurred during the Plan reporting period (e.g., January through June).

- Keep the simple format. Angel Ruiz liked the simple format of the Sample Form. We can start with this format, and get more input from the CHPC and organizations.
- Pilot-test for January 2023 through June 2023. Dave asked if QPM should pilot-test the reporting form for July through December 2022? Ms. Fernandez stated that it's important to share the monitoring plan with the full CHPC before testing it out. The Comprehensive Plan will be submitted in December 2022, so the team should wait until 2023. Participants agreed with this time frame.
- Role of CHPC committees still to be determined. The team did not reach a consensus on the role of CHPC committees. Mr. Butcher noted that we may need to wait until the Plan is completed, and see who the Responsible Party is for each activity. It may also be possible for different CHPC committees to focus on specific goals. Ms. Nembhard stated that their Ryan White Part A Planning Council identified which committees would be responsible for each strategy for their previous plan. Mr. Butcher noted that QPM may need to be the committee for syndemic strategies (e.g., STIs, Hepatitis C). The CHPC Executive Committee and DPH can help in determining the roles of committees and how to address syndemic activities.
- Incorporate CHPC data requests into contracts. Ms. Major stated that DPH can provide much of the quantitative data for monitoring, but collecting information on activities will be more difficult. Mr. Butcher suggested that contracts include a requirement to report to the CHPC on activities. Ms. Major agreed and noted the timing is good; DPH will be releasing a new RFP and when HIV Prevention contracts are executed we may be able to have contractors report on activities. Ms. Nembhard stated that her Ryan White Part B contracts require agencies to provide information to the CHPC. Dan Hulton cautioned that this will work as long as the contracts are executed. Ms. Major will work on this. Mr. Butcher noted that all of our contracts need to align with the Plan and address key issues (such as disparities in PrEP use) that will help us end the epidemic.

Next Steps. Ms. Nembhard suggested the following next steps:

- QPM staff will revise Handout 1 to reflect today's discussion.
- The CHPC Executive Committee can review the draft Monitoring Plan and decide on the timing and best ways to share with the full CHPC. Ms. Fernandez suggested that the current handout has the appropriate level of detail for the Executive Committee to consider.
- Ms. Nembhard will lead a Knowledge Build on the proposed Monitoring Plan, and QPM can incorporate feedback from the full CHPC. January 2023 might be a good time for the Knowledge Build – after the full Plan has been submitted.
- We can use the process from the July and August CHPC meetings to review Plan progress and identify mid-course improvements (i.e., presentation followed by and small group discussions).



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Future QPM Meetings

Ms. Nembhard asked about holding QPM meetings in October and/or November. Most participants agreed to meet in October; the CHPC is meeting in October so a QPM meeting makes sense. There was not a consensus about meeting in November. Ms. Nembhard suggested that **a November meeting could be optional** for CHPC members, and the team could focus on prioritizing the topics to address in 2023.

Meeting Feedback

Ms. Nembhard thanked everyone for their participation and asked participants to share feedback on the meeting via the chat. Comments included:

- Nilda Fernandez: Great meeting, again. Nothing to improve at this time. Would like to see others speak up more.
- Portia Howard: I love the thoughtfulness of planning strategies around the goals.
- Angel Ruiz: [Liked the] explanation of the tool.
- Melinda Vazquez-Yopp: Great meeting, great outcomes.
- Tom Butcher: Dave did a fantastic job as did Peta-Gaye. Thanks to Sue for the PrEP info.

Adjourn

The meeting adjourned at 12:15 pm.

##End QPM Notes##