

# HIV Prevention Contractor's Quarterly Meeting

Wednesday, April 9, 2008

YWCA

3220 Broadway

Houston, Texas 77017

9:30 AM – 11:30 AM

## MINUTES

### Contractors Present:

Laura Alvarez, **HACS**

Jose Ayala, **HACS**

Jeff Berry, **CRR**

Pam Collins, **Positive Efforts**

Tyvance Credit, **Bee Busy**

Quincy T. Easterling, **NAACP**

Joaquin Garza, **CRR**

Jennifer Ludlam, **Legacy CHS**

Nike Lukan, **AFH**

Jaymie Miella, **Montrose Counseling Ctr.**

Nancy Miertschin, **HCHD**

Norman Mitchell, **Bee Busy**

Juan Navarro, **Legacy CHS**

Darcy Padgett, **Bee Busy**

Melissa Peskin, **UTSPH**

Julia Resendiz, **CRR**

Brenda Smith, **NAACP**

Deonna Turner, **St. Hope Foundation**

Cristan Williams, **HACS**

### Contractors Not Represented:

### HDHHS Staff Present:

Brenda Chapman

Charlie Griffin

Florida Kweekeh

Beau J. Mitts

Ereka Philip

Michael Thomas

Cathy Wiley

**I. Welcome/Introductions ..... Beau Mitts**

**II. Bureau Update..... Beau Mitts**

a. Today is the first day of the AIM project, which goes through Saturday in the near North Side area and 610N.

- ❖ Community assessment will be conducted along with a rapid response team
- ❖ Volunteers are also needed
- ❖ Prevention services will not be discussed today
- ❖ Rapid test kits are available in the lab, but they expire at the end of the month. Interested persons should contact Cynthia Turner, who will distribute the kits.
- ❖ Save-the-Date, May 1<sup>st</sup>, YMSM Summit, 8a.m. – 2p.m., Club 20/20 on Leeland Street. This event is to coincide with Splash. We are looking to involve all sectors of the community, i.e., businesses, correctional facilities, education, etc. Currently, St. Hope and HACS are funded from CDC to work with MSM. HCHD has SPNS funds to work with the MSM population. 2001-2006, HIV diagnosis increased over 100%. New York's population increased 34%. Syphilis among YMSM of Color increased 17 times higher among AAMSM than Caucasian or Hispanic MSM.
- ❖ The 2<sup>nd</sup> HIP/HOP for HIV will be held in July. The first planning meeting is set for Monday, April 14<sup>th</sup>, 3:00 p.m., Planned Parenthood.
- ❖ We are working on the annual progress report that is due next Wednesday.

**III. Syphilis Elimination Advisory Committee (SEAC).....Michael Thomas**

SEAC is planning for the Syphilis Awareness Day, June 21<sup>st</sup>, Acres Home Community Center. Discussions will be held around the outbreak, interventions, as well as testing. The speaker is Dr. Andrade of the health department. There will also be a style show, step show, and music. The time is to be determined. For more information, contact Larry Prescott.

**IV. Mobile Clinic ..... Michael Thomas**

- ❖ The mobile unit will move to more routine services. Planning calendars will be developed in 2 week increments. Mobile unit meetings will be attached to the end of each SEAC meeting.
- ❖ Time frames for the mobile unit will be standard. Good communication is needed to provide calendar updates.

**V. Immunization Presentation.....Tony Wafeeg and Maureen Moore**

- ❖ The State has given the Immunization Bureau permission to offer HBV vaccine to CBOs. The vaccine expires at the end of the year.
- ❖ Over 5,000 doses are available.
- ❖ Interested CBOs need to enroll in the Vaccine for Child program even though the vaccine is for adults. Toni Wafeeg will provide the guidelines. An accelerated schedule can be done to get the 3 doses in at a certain time. CBOs have to supply the needles.

**VI. Data Collection ..... Nick Sloop**

- ❖ IT has started installing the new scanning software. Unsure as to how long it will take. Nick will send an email to everyone once installation is complete.
- ❖ Please stick strictly to your appointment for the scanner. The calendar will be posted next to the scanner. You will not be able to schedule a week at a time, so that others can schedule appropriately. Scheduling one-half day at a time is permissible.
- ❖ You should make sure you clear everything in the verifying module. If not, no one else will be able to scan.
- ❖ Recent changes to the form: 1) need client's 11 digit code, 2) document syphilis results (use the local use fields – NR = non-reactive; 3) reactive for positive, enter the number after the colon, i.e., 1:?.
- ❖ Beau reported that we are close to having a data collection system similar to CPCDMS that will track referrals for new positives. We are working on a MOU with Harris County.

**VII. Quality Assurance/Auditing Update..... Charlie Griffin**

- ❖ Fiscal monitoring is conducted once a year, but you should work with your liaison monthly. You should also reply to all reports received from the Director's office.
- ❖ When you are doing your budget, some of you are not including an amount for every line item. If there is not an amount in the line item, you cannot charge for that item, including salary. Include enough funds to cover the salary.
- ❖ When invoicing, there is a budget with a revised budget column. Sometimes the budget is revised without putting numbers in the revised column.

- ❖ You should maintain a folder on everything that you bill to provide support and justification for the billing. If not, the cost will be disallowed.
- ❖ When we agree to the amount of an employee's salary, you cannot invoice for no more than that. There is a form to amend the budget when someone leaves. You must also include when an employee leaves and who took their place and communicate this to your liaison via email.
- ❖ All employees (exempt and non-exempt) must have a timesheet. You cannot bill without a timesheet.
- ❖ Charlie provided handouts to those who were absent from the January meeting.
  - Beau reported that the Health Department is monitoring salary allocations very closely to help contractors to not have issues during auditing.
  - Invoices are due on the 10<sup>th</sup>. Special arrangements have been made with those who cannot make this deadline. Invoices will no longer be accepted after the deadline. If not received by the deadline, it must be submitted the following month by the deadline.
  - If a contractor is not able to make the deadline, please let your liaison know.
  - Contractors must submit an official request to change the invoicing cycle to lag a month behind. This schedule will remain once approval has been given.

**VIII. Capacity Building/Training Update.....Cathy Wiley**

- ❖ The training calendar is on-line and will be emailed at the beginning of each quarter
- ❖ PBC is scheduled for June 17-20 and possibly the 23<sup>rd</sup>.
- ❖ Training assessments have been received by 2 contractors only. If any contractor is in need of staff training, please contact Cathy Wiley, Geynille Agee, or Hyron Hall. You can also complete the on-line registration form.
- ❖ Appreciation goes to everyone that worked on the CPG survey.
- ❖ The task forces and the CPG need involvement from the contractors

**IX. Announcements..... Beau Mitts**

- ❖ Eddie deRoulet is the new Program Supervisor with an extensive substance abuse background.
- ❖ World HCV day is May 19<sup>th</sup>.
- ❖ Anna Thomas is the Hepatitis Coordinator. The HCV taskforce is looking at harm reduction and needle exchange.
- ❖ Please inform your liaison if you would like to provide TA at the contractor's meeting.

**X. TA..... Norman & Darcy Padgett, Bee Busy**

- ❖ Get Involved Campaign – 30 second PSA currently airing on BET. As of March 12<sup>th</sup>, they have received 141 calls and emails; made 70 referrals, directed some to the health department; tested 27 clients; partnered with Strapp Condom and Rap-A-Lot Records; had access to Lil Wayne and BunBee.

**TA .....Baylor College of Medicine**

- ❖ Evaluation center and research lab to assist with future projects
- ❖ Developing a needs assessment for each contractor
- ❖ Website is forth coming
- ❖ Will conduct monthly meetings and training
- ❖ Beau will receive additional information for distribution

## **X. Questions or Concerns**

Ques: Can you email the mobile unit schedule as it is updated?

Ans: Yes, as it is updated on Wednesdays, there will be 2 calendars on the website each month.

Ques: Do we have to administer the HBV vaccine?

Ans: Yes, if you have the capacity.

Ques: What is the preferred location?

Ans: You have to be able to store the vaccine, as long as it is handled in the proper manner. We have a mobile team for non-traditional sites.

Ques: What credentials are needed?

Ans: Has to be a nurse

Ques: Can the mobile team collaborate with your team?

Ans: Yes

Ques: Are there multiple doses?

Ans: Yes, 3. (30 days, 4 months, 4 months). The more doses you get, your protection is increased.

Ques: Do you need a booster shot?

Ans: No, the new test includes pertussin.

Ques: Are there special populations you want to serve?

Ans: Any high risk adult and adolescent. The adult population is not immunized because it was not offered years ago.

Ques: If someone does not collect enough blood (pricking), do we mark no result?

Ans: Yes

Ques: What if a syphilis test is not performed?

Ans: Leave it blank. The suggestion is to put "0" for not tested. Leave it blank until we see how the scanner reacts to it.

Ques: What if my site is not on the site ID?

Ans: Call me and give me the information and it will be added to the system.

Ques: When you try to get the form and don't have the results back...

Ans: Billing does not depend on test results; turn in a photo copy for billing

Ques: Is billing for syphilis?

Ans: Make a copy and put "pending results" on the copy – not the scantron.

Ques: If syphilis is not good enough to test, can we count that as a test?

Ans: Yes

**XI. Next Meeting:**

July 9, 2008

9:30 a.m.

Location: TBA

**Handouts:**

None