

**Austin Area Comprehensive HIV Planning Council  
Comprehensive Planning Committee Meeting Minutes  
January 12, 2015**

**Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.**

**MEMBERS PRESENT**

Justin Irving  
Mark Erwin

AACHPC Vice-Chair, Comprehensive Planning Committee Chair  
AACHPC, Comprehensive Planning Committee

**AACHPC STAFF PRESENT**

Crystal Flores, Program Manager  
John Waller, Planner

**ADMINISTRATIVE AGENT STAFF PRESENT**

Brenda Mendiola

Quality Management Coordinator Administrative Agent

**OTHERS PRESENT**

None

**I. Call to Order:** AACHPC Vice-Chair, Justin Irving at 6:25pm

**II. Certification of Quorum:** Quorum was established and certified by Chair, Justin Irving

**III. Introductions/Announcements:** None

**IV. Approval of December 8th, 2015 Minutes:**

*Justin Irving motioned the minutes be approved as submitted, AACHPC committee member Mark Erwin seconded, Motion Carried*

**V. Comprehensive Plan Facilitator; Calendar of Expectations**

- John Waller reviewed the proposed timeline and work plan for developing the new Comprehensive Plan.
- He provided an update on the current status of efforts to secure a facilitator for the Comprehensive Plan. The estimated time to secure a contract is March due to the procurement process and Ryan White budget cycle.
- John Waller also discussed proposed activities contained in the work plan and the timeline for completing those tasks.
- Mr. Waller also indicated that he could begin drafting an outline for the Comprehensive Plan following the outline and content as prescribed in the HRSA/CDC Guidance. Mr. Waller noted that the first section is a demographic and epidemiological overview of the TGA. He proposed that he begin drafting the first section of plan now as that requires no preliminary decisions. The Committee expressed support for beginning the plan outline

**VI. Discuss and Review Draft Standards of Care and Community Input**

Substance Abuse Services –Residential:

The committee reviewed and discussed the Standards of Care for Outreach Services developed by DSHS and the community comments that were received for the new standards.

- Justin Irving motion to recommend the approval of Outreach Services Standards of Care with edits and amendments, motion seconded: vote 2 to 0 none opposed

**Outpatient/Ambulatory Medical Care (OAMC):**

The committee reviewed and discussed the OAMC standards of care developed by DSHS. John Waller informed the committee that no changes or edits were suggested by the community. The only community comment received was that it is important that Part A and B SOC be consistent to ensure seamless service delivery.

- Justin Irving motion to recommend the approval of Outpatient/Ambulatory Standards of Care with no edits or amendments, motion seconded ***2 to 0 none apposed***

**Case Management Standards of Care:**

Brenda Mendiola discussed the current status of Case Management SOC. Ms. Mendiola indicated that before she sends out the SOC for provider comment, she needs to know which version to send out (DSHS or TGA). The Committee reviewed both the current Austin TGA version and the revised DSHS version. It was noted that unlike all other SOC, the (former) Care Strategy group invested considerable effort in revising the Austin TGA version in 2012 and that the revised SOC included comprehensive community input. Ms. Mendiola noted the contrast in scope, format and content between the two documents. The Committee discussed next steps:

- Brenda will request input from all 4 service providers who provide Part A case management services. The providers will be sent both the current TGA SOC and the new DSHS CM SOC. The two providers who serve both Part A and Part B consumers will be asked if working with two documents is creating any problems that impact either the provider or the delivery of service to the consumer. The providers will be asked to comment on format and utility of the two documents.
- Justin will share the current Austin TGA SOC with Ann Dills to obtain her input and specifically determine if she has any issues or sees anything that may be problematic relative to the DSHS process and objectives

**VII. HIV Planning Council Staff Report**

Next steps:

The input from the providers and DSHS will be considered at the next Committee meeting and will be the basis for deciding how to proceed.

Open Issues:

1. Should the Committee opt to retain the current TGA SOC, are there components found in the DSHS version that need to be assimilated into the TGA document?
2. Do we need a formal side by side comparison of documents?

**I. Meeting Adjourned at 8:20pm**

Draft Submitted by:

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Dwight Scales, AACHPC Admin

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Date

Draft Certified by:

\_\_\_\_\_  
Crystal Flores, AACHPC Program Manager

\_\_\_\_\_  
Date

Final Approval by:

\_\_\_\_\_  
Dr. Victor Martinez, AACHPC Chair  
Justin Smith, AACHPC Vice-Chair

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING