

HIV Health Services Planning Council
QUALITY ADVISORY COMMITTEE
Meeting Notes: 01.08.08

Members Present: Paula Gammell, Ronnie Castillo, Steve Purcell, Gary Parent

Members Absent: Dave Casey

Members Absent, Notified Staff:

Guests: Loreen Willenberg

Staff & Advisory Present: Sara Wolf, Jon Benorden

AGENDA ITEM	DOCUMENT.	DISCUSSION	MOTION/ACTION
1. Introductions			
2. Agenda	Agenda	Add 5a. HRSA Performance Indicators for Ambulatory Care	M/S (Ronnie/Paula) to approve agenda with additions; approved.
3. Meeting Notes	Meeting Notes 11.06.07	Change the “: “ to be a “;” after agenda.	M/S (Ronnie/Paula) to approve minutes with corrections; approved.
4. Client Postcard Survey Discussion	RW Program Data Collection Letter of Instruction	The question was brought up in the previous meeting about how the post card surveys were administered and who got the results. Sara passed out the information on how the surveys were to be handed out and the letter from Paula that discussed how the data collection would take place. Paula explained that QAC would be doing this again for the application purpose (HRSA requirement). The letters and postcards will need to be updated with the correct and current info. A question was asked on how the number of postcards was decided on. Gary asked if the QDS software/equipment would be good to use for this. Paula said it would, but we want to focus the QDS program to be used for the bigger surveys. Questions for the postcards are derived from the comprehensive plan and the implementation plan.	Staff will research how the # of postcards are determined. Staff will email most recent implementation plan.
5. Service Standards 5a. HRSA Performance Indicators for Ambulatory Care		The service standards that need to be reviewed are: SSC 01, 03, 05, 08. Staff will email the current versions to QAC to review for the next meeting. Adrienne received the Performance Indicators from HRSA for Ambulatory Care. Paula will work with Adrienne to figure out how to use this and who needs to be involved. More indicators will be created in 2008: case management, oral health, and ADAP. Paula wants QAC to review the document and bring questions to the next meeting.	Staff to email SSC 01, 03, 05, 08 to QAC. Read and review Performance Indicators from HRSA for Ambulatory Care.
6. 2008 Work Plan	2007 Work Plan	2008 Work Plan was developed.	
7. Adjourn			Next meeting: February 5, 2008