Ryan White Planning Council: Assessment Committee

# Proceedings

August 7, 2013

9:30-11:30

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| Attending |
| * Steven Bales, AID Gwinnett * Katrina Barnes, Consumer Caucus * Angela Corbin, Fulton County Health and Wellness * Gwen Davies * Michael DeMayo, SEATEC * Michelle Fleetwood, Ryan White Part A Staff * Alecia McFarlane, SEATEC * Jeanette Nu’Man, Community * Katie Moore, Cobb/Douglass Department of Public Health * Tony Redmon, Consumer Caucus * Peter Thibodeaux, Community * John Warchol, Atlanta Legal Aid * Kathy Whyte, Ryan White Special Project Staff * Avery Wyatt, DeKalb Department of Public Health * Sandra Vincent, Ryan White Planning Council Staff |

Discussion items:

**Review revisions to report**

* Additional edits were made to the report
  + Move abstract below task on page 3
  + Capitalize ‘CARE’ in CAREWare
  + Replace Figure 1 map to depict the entire state of Georgia
  + Format table caption, Table 6
  + Edit language, correct spellings, and remove capitalizations of medical terms in paragraphs 1 and 2, page 10
  + Remove percent symbol in text rows on all tables, carry out all percentages one decimal point for consistency
  + Adjust font size of first paragraph of “unmet need” section
  + Add Cobb County to Figure 2 map
  + Edit second sentence of paragraph 3 of “Location of Services” section
  + Remove colon at the end of paragraph 5 of “Location of Services” section
  + Adjust spacing to accommodate bullets in “Recommendations” section
  + Change heading “Area of Further Study” to “Area for Further Study”
  + Adjust footers
  + Grammatical and typographical edits
* Edits will be sent electronically to the committee. Any additional edits can be sent to Jeanette via email.
* The final document will be sent to Sandra for printing.
  + Printed reports will be disseminated to all Part A providers and members of the Executive Committee of the Planning Council
  + The report will be posted on the Ryan White Program web site to be accessed by members of the Planning Council

**Discuss September report**

* A presentation of the research and findings will be presented to the Planning Council during the September meeting, September 19th.
* The presentation will:
  + Approximately 20 minutes
  + Present
    - Task
    - Process/Methodology
    - Findings
    - Recommendations
* The presentation will be delivered by co-chairs, Steven and Timothy
* Steven and Timothy will coordinate development of presentation and be prepared to review with Assessment committee during September meeting

**New Task**

* Subsequent to the symposium on the Affordable Care Act on August 1st, the Assessment committee was asked to take on a new task:
  + Planning Under Uncertainty
    - Preserve and expand continuum/quality of care
      * Locate and organize data on hand
        + Current services
        + Service network clusters
        + Estimated number of affected clients
        + Examine capacity needs
        + Cost and reimbursement information
        + Identify additional data needs
      * Analyze data and use to generate strategies
        + New partnerships
        + Collaborations
        + Capacity building
        + Project expansion needs
        + Resource development needs
* The committee decided to work on the new task as an entire committee instead of forming an ad hoc group
  + The committee will:
    - Identify and gather relevant data and generate list ( August 31st)
    - Generate research questions
    - Identify data gaps and next steps (September 30th)

**Plan September meeting**

* September 4, 2013
* 9:30 – 11:30 AM
* Positive Impact
  + Review list of data
  + Generate research questions
  + Identify data gaps and next steps
  + Schedule series of conference calls to work on task
  + Review September 19th presentation to planning council
  + Identify population that is the focus of new task