HIV Planning Group Meeting Minutes
November 2020 Virtual Meeting
November 18th, 2020
Meeting held via SKYPE

Because HPG meetings are audio recorded, specific language will only be noted here for:
1. Individuals giving a formal report or specific announcement
2. Individuals requesting to be noted "for the record"
3. Policy and procedure decisions
4. Motions/votes
5. Recognitions, thanks, etc.

Once approved by the HPG as part of the minutes, all recordings will be available on Stophiv.org in the HPG Planning section.

Time	Topic/Discussion	Action
9:03am-9:04am	**Call to Order, Greeting, & Agenda Review** Mari Jane Salem-Noll HPG Division Co-Chair	Mari Jane called the meeting to order
9:04am-9:06am	**Approval of August HPG Meeting Minutes** HPG Community Members	Minutes approved unanimously
9:06am-9:15am	**Update from HPG Community Member Rob Pompa** David Givens, HPCP	Rob's contact information will be sent to all Community Members, Planning Partners, and Division staff
9:15am-9:20am	**Overview of August HPG Meeting** HPCP **The HPG shared updates on HIV prevention and care and HGP business.** • All HPG members were invited to submit announcements related to updates on news, trainings, and events across the commonwealth so that the HPG, DOH, and HPCP can utilize and disseminate the information to larger stakeholder communities across PA.	

- The HPG received an update on the work offered by the HPG Protocols workgroup to maintain transparency with our HPG processes and update them for this unprecedented time. The HPG voted to adopt these suggested changes.

The HPG reviewed advisory opportunities.

- The HPG reviewed the process for the Clinical Quality Management Plan to advance the advisory role of the HPG and provide meaningful, impactful feedback to the DOH about developing a CQM Plan for PA and improving clinical quality
- The HPG reviewed and discussed future opportunities for advancing the needs and experiences of PLWH and at-risk stakeholders related to the ongoing COVID-19 pandemic to advise and assist the DOH and HPCP in these ongoing opportunities to hear from and assist stakeholders around emergent issues
- The group heard from AIDS Free Pittsburgh to discuss the current state of—and further ideas for—furthering PrEP access for Minors in PA

The HPG discussed Priority Setting data presentations.

- The HPG held discussion and questions around the currently available Priority Setting presentations. Priority Setting is a large, critical, and federally mandated process we need to prepare for incrementally. These presentations are building a foundation for informed and responsive decision-making when the HPG sets Ryan White priorities for the state of Pennsylvania and next IHPCP.

The HPG monitored and improved the Integrated HIV Prevention and Care Plan (IHPCP) through subcommittee work.

- The assessment subcommittee will renew their discussion of intersectional issues for 2020, including stigma, COVID-19, and employment to determine/pursue issues to prioritize for the remainder of the year.
- The evaluation subcommittee will continue monitoring the progress being made in the state for HIV-related activities in the Plan. This watchdog activity ensures that activities impacting communities and services around the state are continuing and advancing appropriately while also capturing any changes to current activities that need to be included in the next Plan.

| 9:20am-9:23am | **November HPG Meeting Goals**
HPCP

The HPG will complete HPG business:

- All HPG members were invited to submit announcements related to updates on news, trainings, and events across the commonwealth so that the HPG, DOH, and HPCP can utilize and disseminate the information to larger stakeholder communities across PA.
- The HPG will nominate and vote on a new Community Co-Chair Elect to foster the continued operations of the HPG, the voting members select a Co-Chair Elect that can shadow and work with the Community Co-Chair for a year before advancing to serve as Co-Chair.
- Continue developing an HPG Workplan for 2021 so that the HPG, DOH, and support teams can move forward into the new year with clear goals and timelines for the HPG's important work!
- The HPG will hear a brief update from the Nominations and Recruitment workgroup regarding their progress

The HPG will review advisory opportunities:
- The HPG will review the Clinical Quality Management Plan and report to fulfill the advisory role of the HPG and provide meaningful, impactful feedback to the DOH about developing a CQM Plan for PA and improving clinical quality
- The HPG will review and reflect on the COVID-19 and HIV listening post report to advise and recommend actions based on this data for further assisting stakeholders

The HPG will discuss Priority Setting data presentations:

- The HPG will have discussion and questions around the currently available Priority Setting presentations. Priority Setting is a large, critical, and federally mandated process we need to prepare for incrementally. These presentations will build a foundation for informed and responsive decision making when the HPG sets Ryan White priorities for the state of Pennsylvania and next IHPCP.

The HPG will continue to monitor and improve the Integrated HIV Prevention and Care Plan through subcommittee work:

- The assessment subcommittee will renew their discussion of intersectional issues for 2020, including stigma, COVID-19, and | |

	employment to advance work with ongoing issues (i.e. stigma, COVID, etc.) and prioritize emergent issues for 2021. • The evaluation subcommittee will continue monitoring the progress being made in the state for HIV-related activities in the Plan. This watchdog activity ensures that activities impacting communities and services around the state are continuing and advancing appropriately while also capturing any changes to current activities that need to be included in the next Plan.	
9:23am- 10:17am	**Highlights and Questions from HPG Announcements** Division and HPG Members ==Division of HIV Disease== • **For questions on Division updates, please contact Marijane Salem-Noll, Division Director at masalemnol@pa.gov** • The Division's Non-Competitive Continuance Application is due on November 20th, 2020 o These are signed letters from department officials stating we will comply around the parameters of the grant; this has to be done every year. The grant application is submitted once every five years and will have to be submitted in 2021. ==Division of HIV Disease: Care Section== • **For questions on Care, please contact Cheryl Henne at chenne@pa.gov** • Semi-annual Progress report for COVID funds was submitted 11/1 to HRSA. AACO is the only region required to provide information for this report as all other regions received rebates in lieu of CARES COVID funds. • The Non-Competitive Continuation (NCC) Application is due to HRSA 11/20. This is the required submission to apply for next year's grant funding. A full application is now completed every 5 years, with subsequent annual submissions of the NCC for funding. • At the Ryan White Conference earlier this summer, HRSA announced the new framework for Unmet Needs. This information has been a reporting requirement for grant applications for some time, however HRSA has most recently revised/clarified the framework, and the analysis requirements with the expectation for this to be included in the next full grant application which is due for 2022. This is a change for both Part A and B grantees. More information on this to follow.	All attendees were asked to provide any announcements advance. All attendees received an email with the announcements prior to the meeting.

- Funding will be made available through the 5 year spend plan project for Localized Media, Emergency Preparedness and Innovation. The planning forms have been drafted and are currently under review. Following approval, plan forms will be sent to Regions to provide the division with ideas as to how they wish to spend these available funds.
- Staffing changes: Nenette Hickey has joined the Care Program team. She has been assisting with the CAREWare transition activities and we are pleased to announce that she is dedicated to becoming our resident CAREWare expert. She is currently working on user guides for the various functionalities in CAREWare working with information from AACO, JPROG, other states, and Natasha in the NC region. The CAREWare expertise being developed, and the continued dedication to this activity will provide the ability for on-going TA support and trainings/materials from the department. Nenette will also be working with the team for data clean-up and consistency in reporting. Nenette is excited to be part of the team, and we are excited for the development of this vital resource.
- For the 2020 RSR Reporting, Joanne will be assisting the Division with the 2020 Calendar Year (1-1-2020 to 12-31-2020) - RSR reporting to HRSA.
- The (Grantee), PA DOH is required to include in the Electronic Handbook (EHB) all Regional Grantees and Provider offices who were contracted to provide Ryan White Care Services paid for with Ryan White funding and/or Rebate funding during the 2020 Calendar year.
- Joanne Valentino will be sending out separate e-mails in Mid-November to each regional office containing an excel spreadsheet to review, add, and / or change and / or delete Region and Provider Contract information and Funding amounts and services by funding stream.
- No Client data upload to the EHB website is required for the Care Services paid for with Rebate funding. However, just like we did for the 2019 RSR reports last year, each Provider office who only receives rebate funding will need to access the EHB to revise and or input information about their office. (Known as the RSR Provider report). Instructions will be e-mailed in early January 2021

Clinical Quality Management (CQM)
- **For questions about CQM, please contact Michelle Schlegelmich at c-michesch@pa.gov**
- Clinical Quality Management Plan
  - Regions provided collaboration in reviewing and providing feedback.

- In the process of reconciling the draft with updates/revisions, the next step is to submit for final Executive Approval.
- Program Service Standards
    - At the Division's request, Dr. Givens and an HPCP team provided SPBP and HPG with the revised Program Service Standards, to include the new addition of Universal Standards for review/comment.
    - This information was distributed, with a link for comments.
- Taxonomy
    - To be finalized and distributed, tentatively by 11/30/2020
    - Tentative plan to schedule a call with Regional Grantees to provide an overview.
- Data Integrity Pilot Program
    - Began discussions with Regions to determine how contracts are entered into CW, and the naming conventions for Sub-Service categories.
- CAREWare conversion, began 10/22/2020 with NCDAC. Wyoming Valley will be next to go through the conversion, followed by Caring Communities.

<mark>Division of HIV Disease: Monitoring and Evaluation</mark>
- **For questions on Monitoring and Evaluation, please contact Joanna Stoms at jstoms@pa.gov**
- The policy for site monitoring in the time of COVID and subsequent travel restriction will be forthcoming.
- Allison Prim is now the Project Officer for United Way Wyoming Valley and assumed the for FHCCP.
- We are asking all regions to ensure all their providers send their CAREWare Data submissions to Stephen Wimmer on a monthly basis. CAREWare submissions are due to DOH by the 15th of the month.
- We are in the process of hiring a new Public Health Administrator Associate (PHPA2) to work with the Prevention side of the Monitoring and Evaluation section. A candidate is expected to be selected in the very near future.
- Virtual monitoring visits with the County and Municipal Health Departments have been scheduled and will start the week of November 16th.
- Participating Provide Agreement Performance (PPA) Measure Reports are being sent out this week. Providers will be able to review their performance for the year and compare data on select indicators from the previous year. We will be actively monitoring the performance of the providers and identifying opportunities for improvement where indicated.

Housing Opportunities for Persons With AIDS (HOPWA)

- **For questions on HOPWA, please contact Joanne Valentino at jovalentin@pa.gov**
- Follow Up to the HUD HOPWA Webinar on October 21, 2020
    - Thank you to all who attended
    - Great training and great questions by everyone on the Webinar
    - Will look to have this presented to the regions and providers at a later date
    - Identifying Alternative Permanent Housing is part of the HUD HOPWA Modernization and additional feedback will be provided when the Quarterly Monitoring Reports are submitted.
- Required Yearly HOPWA trainings completed last week
    - Regions and providers who were able to complete the trainings by Friday (Oct. 23rd)
    - Offices receiving funding must complete the training once every 3 years.
- CAREWare and the HOPWA Program
    - Individual emails will be sent out to the regions who provide direct services including any provider offices to confirm there are 2 separate contracts in the CAREWare program.
    - One for regular HOPWA funding and One for HOPWA CARES Act COVID-19 Funding.
- The HOPWA Program Plan from the Regional Grantees for the 2021 HUD HOPWA funding is due December 15, 2020.
- 2020 HOPWA CAPER Reporting Regions should be working on the text portion of it now---- due Monday, January 25, 2021. This will be for the HUD HOPWA Formula funding only.
- The CAPER Report for the COVID funding will be due in late spring / early summer of 2021.

Special Pharmaceutical Benefits Program (SPBP)

- **For questions on SPBP, please contact John Haines at c-johaines@pa.gov**
- Updates on the SPBP website
    - Drug Formulary – formulary updated 10/1/20
    - Covered lab tests for uninsured individuals – updated 9/1/20
    - Preliminary 2021 Medicare Part C and D plan list was updated 11/2/20 (list will be updated as we receive signed agreements back from the Medicare plans)
    - Added SPBP@pa.gov email to website after the customer service phone number for anyone that needs assistance

- Online enrollment system (MRx Enroll)
  - Case manager portal
    - Updated the system to allow Agency Admins and backup Admins to add/update/change case managers associated with their facilities
      - New facilities will need to register their admins/backup admins with us the first time through the same process we used for adding facilities/admins/case managers
      - After facilities/admins are enrolled, they will be responsible for adding and updating case manager info for their facilities directly through MRx Enroll
    - New agency/facility requests can be sent to SPBP@pa.gov. We will send the agency/admin enrollment info to be completed and returned
- Medicaid back-billing
  - Manual void/rebill process with pharmacies using HMS
  - Medicaid ID was added to our daily file match with Medicaid – completed August 2020
  - Internal contract changes were completed in September and the void/rebill process is being built to support the Medicaid recovery process via the void/rebill process with pharmacies – claims will be identified and the pharmacies will be notified that the claims will be voided and are to be re-billed to Medicaid for payment and out of pocket costs submitted back to SPBP for payment
- SPBP temporary policy exceptions/changes due to the coronavirus pandemic
  - The current plan is to turn the early refill limits back on effective 1/1/21
  - Continue with:
    - Accepting paper applications with signatures from providers or case managers on behalf of client
    - Not counting COVID stimulus checks or additional unemployment compensation of $600 per week against the member's income limits

Division of HIV Disease: Prevention Section
- **Michelle Rossi started as the Prevention Program Manager on November 9, 2020. For questions on HIV Prevention updates, please contact her at microssi@pa.gov. Congratulations, Michelle!**
- The CDC Annual Report which is the request for the next year's funding was submitted in September. We are now waiting for the Technical Review.

- A Public Health Program Assistant Administrator (PHPAA) has been posted. This position will focus on cluster investigations and partner services and will report to the Testing and Partner Services Administrator, Jon Steiner.
- D2C services resumed November 16, 2020.
- All capacity building events will be virtual to at least March 2021.
- A one-day virtual Summit is being planned for February 2021. One day summit will run from 9:00-11:00 and topics will include:
    o Welcome and Opening Remarks
    o Division of HIV Disease update (Ending the Epidemic, work being done by the division, lessons learned from COVID-19 Pandemic)
    o Epi Update
    o Question and Answer Session
    o Closing Remarks
- A partner services workgroup was convened and made recommendations for partner elicitation. These recommendations are being reviewed by program staff. We thank the members of this workgroup for their time.
- Prevention is hosting a PrEP institute in early 2021 in collaboration with The University of Rochester. Please reach out to Michelle Rossi or Kendra Parry if you are interested in being part of planning

Bureau of Epidemiology
- **For questions on Epidemiology, please contact Monisola Malomo at momalomo@pa.gov**
- Epi profile for the regions has been approved and will be distributed soon
- The amendment (reporting of ALL HIV CD4 and Viral Load test results) to the Pennsylvania HIV reporting regulation has been officially approved. We are in the process of notifying medical providers and laboratories that provide services to Pennsylvanian residents.

Philadelphia Department of Public Health(DOPH)/AIDS Activity Coordinating Office (AACO)
- The Philadelphia Department of Public Health/AIDS Activities Coordinating Office(PDPH/AACO), is finalizing the Ending HIV Epidemic (EHE) plan for submission to the Centers for Disease Control and Prevention (CDC) and the local HIV Integrated Planning Council has given concurrence to the plan.
- See the following article that may interest some:
    o IDSE:COVID-19 Stymies Plan To End HIV in America
    o **http://tiny.cc/COVID19Stymies**

	 • **For questions regarding HPCP, please contact David Givens at dlg3@pitt.edu** • All Capacity Building and Technical Assistance courses will continue to be done virtually into the new year • As always, a schedule and description of upcoming courses are available on www.stophiv.com under our capacity building tab. ==HPG Community Members== • *Michelle Troxell* – HOPE at St. Luke's has an open position for a Peer Navigator for its Bethlehem and Easton locations. This position is responsible for helping people living with HIV (PLWH) navigate the healthcare system and the complexities of the diagnosis in a relatable, compassionate, and competent manner. For a full job description and to apply, please visit **https://tinyurl.com/PeerNavigator**	
10:17am-11:03am	**HIV Stakeholder COVID-19 Listening Session Report** Maura Bainbridge, HPCP	
11:03am-11:10am	**Break**	
11:10am-12:00pm	**Subcommittee Breakout Time** HPG Subcommittees	Subcommittees met separately
12:00pm-1:04pm	**LUNCH BREAK**	
1:04pm-1:14pm	**Subcommittee Recaps** Subcommittee Co-Chairs **Evaluation Subcommittee** • The subcommittee reviewed Activities 15 and 26 in the Integrated HIV Prevention and Care Plan • The following recommendation will be made to the Assessment subcommittee around the plan: o Utilize people-first language throughout the IHPCP (e.g. – people living with HIV or people newly-diagnosed with HIV rather than HIV-positive persons) **Assessment Subcommittee** • The subcommittee reviewed the results of the second rollout of the 2020 Pennsylvania HPG Intersectional Stigma Survey. This	The of work these subcommittees and workgroups is ongoing

	survey assessed patients' experiences with HIV stigma in healthcare settings o Many responses from individuals during the second rollout focused on their concerns around COVID-19 and its numerous effect on stigma and access to care	
1:14pm- 1:25pm	**Discussion and Nominations for Community Co-Chair Elect Position** HPG Co-Chairs and HPG	Shane Cobert, Sonny Concepcion (in absentia), and Sharita Flaherty (in absentia) were nominated for Community Co-Chair Elect by other HPG Community Members
1:25pm- 1:42pm	**Pennsylvania Priority Setting (PS) Process** Recap David Givens, HPCP	
1:42pm- 2:14pm	**"Consumer Input on Priorities" – Feedback data report** Maura Bainbridge, HPCP	Slides will be posted on stophiv.com for convenience
2:14pm- 2:38pm	**"HIV In Pennsylvania" Epidemiology Priority Setting Presentation and Discussion** Monisola Malomo, DOH	
2:38pm- 2:45pm	**Membership and Recruitment Workgroup Update** Recruitment Workgroup and HPCP	
2:45pm	**Summary and Dismissal** Mari Jane Salem-Noll HPG Division Co-Chair	Mari Jane ended the meeting

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Time	Topic/Discussion	Action
9:01am-9:04am	**Greeting and Recap** Mari Jane Salem-Noll HPG Division Co-Chair	
9:05am-9:16am	**Any new HPG Announcements or Questions** Division and HPG Members *Full announcements will be compiled and distributed as a flier in advance* ==Announcements from Community Members== • *Mike Hellman* – World AIDS Day is Tuesday December 1st. The University of Pittsburgh's Pitt Men's Study is hosting a virtual in remembrance on this day. Keep an eye out for an emailed flier with details. ==Announcement from David Givens, HPCP== o December 15th, 2020 is the last day for enrollment under the Affordable Care Act for coverage to start on January 1st, 2021. Open enrollment ends on January 15th, 2021. ==Announcement from the Division of HIV Disease== o All federal operations will continue to be done remotely until June of 2021. o The February and May HPG meetings will be done virtually. The idea of hybrid meetings going forward is also a possibility. o The DOH will give a high-level overview of their Annual Progress Report at the February meeting, along with information on the technical review they received	
9:17am-9:45am	**Community Co-Chair Elect Election** HPG Co-Chairs and HPG	Sonny Concepcion was

	• Both Shane Cobert and Sonny Concepcion spoke to the HPG regarding their nominations • One round of voting was held and it came to a tie • Both candidates spoke again and a second round of voting was held, resulting in the election of Sonny Concepcion	elected as the next Community Co-Chair. Congrats, Sonny!
9:45am-10:03am	**<u>Clinical Quality Management (CQM) Presentation, Survey Results, and HPG Proposal</u>** Michelle Schlegelmilch, DOH	
10:03am-10:37am	**<u>CQM Proposal Discussion</u>** HPG • The HPG discussed two options: a CQM subcommittee made up of HPG members that would meet during HPG meetings OR a CQM workgroup that would meet outside of the HPG • HPG Community Member Mike Hellman made a motion for the A CQM workgroup that would meet outside of the HPG meetings. This workgroup would be empowered to include participants who are not otherwise members of the HPG. The group and its HPG members would report back to the full HPG quarterly (i.e. during each regular HPG meeting). • Anyone interested in being a part of this workgroup should contact Michelle Schlegelmich at c-michesch@pa.gov	Motion for a CQM workgroup was approved by all members with no oppositions or abstentions
10:37am-10:50am	**<u>BREAK</u>**	
10:50am-11:23am	**<u>HPG 2021 Workplan drafting and discussion</u>** HPG, Division, and HPCP • The HPG, Division, and HPCP discussed how to continue with the outlined workplan as it relates to the new Integrated HIV Prevention and Care Plan (IHPCP) for 2022. Concerns arose due to the uncertainty around the COVID-19 pandemic. • A motion was made to approve the workplan as amended and continue forward with working on the new IHPCP • The Division reiterated their commitment to updating the HPG and HPCP immediately if additional information becomes available from federal funders or if timetables/needs change within the Division regarding work or deadlines for the new IHPCP.	Motion to approve work plan and continue on new IHPCP was approved by all members with no oppositions or abstentions

11:23am-11:31am	**<u>Meeting Summary and Adjournment</u>** Mari Jane Salem-Noll HPG Division Co-Chair • Marijane Salem-Noll adjourned the meeting	Detailed summaries of the meeting will be emailed to all members/ attendees

DRAFT