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Karen Creary
Part A Co-Chair

Leslie Washington
Part B Co-Chair

Agenda

Tuesday, January 3, 2012 at 1:00 p.m.

1. Call to Order	Co-Chairs
2. Welcome and Introductions	Co-Chairs
3. Moment of Silence	
4. Ground Rules and Approvals	Co-Chairs
A. Review Meeting Ground Rules and Statement of Sunshine	
B. Review Public Comment (Please Sign-in at Front of Room)	
C. Excused Absences	
D. Approval of Today's Agenda	
E. Approval of 11/01/11 Meeting Minutes	
5. Testimonials	All in Attendance
6. Public Comment	Members of the Public
7. Grantee Reports	
A. Part A	Part A Grantee Staff
i. Update on Part A Grievances	
ii. Newsletter Update	
B. Part B	Part B Grantee Staff
i. ADAP Update	
8. Review and Update Committee Work Plan (Handout A)	Co-Chairs HIVPC Staff
9. Old Business/New Business	
A. Strategies for Increased PLWHA Participation	Committee Members
B. Future Community Events and Community Meetings	
10. Resources and Announcements	Committee Members
11. Public Comment	Members of the Public
12. Agenda Items for Next Meeting	Co-Chairs
13. Next Meeting Date: 02/07/12 at 1:00 p.m.	Co-Chairs
14. Adjournment	Co-Chairs

Please complete meeting evaluation forms.

*Please be aware this meeting and all of the information stated thereof is a matter of public record under Florida's Government in the Sunshine Law. [Florida Statute, Chapter 119.01](#)
Acknowledgement by participants of HIV status is not required, and if disclosed becomes a part of the public record.*

5. Testimonials

Guests shared testimonials of their experiences with being HIV positive, falling out of care and returning to care. Guests recounted falling out of care due to incarceration and drug use and noted that the Ryan White program in which they are enrolled has helped them return to care and become positive about their future.

6. Public Comment

The AIDS Drug Assistance Program (ADAP) grantee answered questions regarding the ADAP waitlist, specifically the need to continue to reenroll even while waitlisted. He explained that the waitlist was managed from the Department of Health in Tallahassee and that the Broward County Health Department (BCHD) does not control the waitlist. Anyone who believes he or she has been improperly or unfairly removed from the waitlist should contact the ADAP grantee.

Two guests noted transportation difficulties in getting bus passes. The Part A grantee explained that eligibility for bus passes was reduced due to funding to cover medical and pharmaceutical pick up appointments.

7. Grantee Reports

A. Part A

i. Grievances Update

Part A Grantee reminded that there is a grievance process and there are posters in each agency explain the process. There were no formal grievances filed in the month of October. The Part A Grantee explained the difference between a grievance and a complaint. He noted that a complaint becomes a grievance only if it cannot be resolved by the provider.

The difference between Ryan White Part A and Part B was explained by the Part B representative.

ii. Newsletter Update

The Part A Grantee noted that Newsletters will be distributed by the beginning of December and this will coincide with the anniversary of World AIDS Day. If there are any topics consumers will like to be highlighted in the next newsletter they were directed to contact ssilverman@broward.org.

B. Part B

Part B grantee gave the updated report as follows:

Non-Medical Case Management conducted 242 eligibility interviews in September of which 46 were new clients.

Medication Co Payment served 348 clients in September in which 4 were new to the program.

Clients served in September Med Co Pay: 346

Clients served in September Mail Order: 2

i. ADAP Update

The updated ADAP report is as follows:

Total ADAP "Open" Enrollment (as of 10/20/11):	1,648
Total ADAP clients served in last 30 days:	1,175
Total ADAP Waitlist Enrollment (as of 10/21/11):	589
Total ADAP/Medicare Part D Enrollment (as of 10.17/11):	187
Number of Appointments in September:	568
Number of missed appointments in September:	122
Percentage of September appointments missed:	21%

The Part B ADAP representative also stressed the importance of recertification in order to remain core eligible and remain on the waitlist.

8. Review and Update Committee Work Plan

The work plan was briefly explained for the benefit of guests.

For review was selecting an offsite meeting location. Criteria for the meeting includes convenient accessibility for consumers, centralized location and cost-free. Suggestions for offsite meeting in January 2012: Broward House, Red Hispana, Pride Center where meetings before 4:00 p.m. are cost-free, Mount Olive Development Corporation (MODCO), and the African American Cultural Center.

9. Old Business/New Business

A. Future Meeting Locations

These were discussed in item #8 above.

B. World AIDS Day

The county and city are holding a World AIDS Day event on November 28, 2011 starting at 11:00 a.m. at Esplanade Park in Ft. Lauderdale, including presentation of the AIDS Quilt. The AIDS quilt will also be on display at the Library and Governmental Center between 11/28/11 – 12/02/11.

On 12/1/11 there will be a WAD event at the African American Cultural Center and a candlelight vigil in Wilton Manors.

10. Resources and Announcements

- Red Hispana passed 3,159 listeners on WHIV. The program will be able to enroll 150 clients into a new case study which will provide medications to treatment naïve PLWHA.
- SFAN meets at Holy Cross on the first Friday of every month; all were invited to attend and network.
- Centralized Intake and Eligibility Determination (CIED) guidelines document was distributed and noted as a useful reference document.

11. Public Comment

Additional comments regarding limited availability of bus passes were noted, including how the limitation has caused changes in lifestyles for consumers. The committee Co-Chair noted that deliberations on eligibility and funding take place in the Joint Priorities Committee meetings and encouraged all present to attend and voice their concerns.

A guest detailed his experience with eligibility determination, including the need to bring documents to four separate agencies which has put him in a position where he is without medication. The Part A and Part B grantees noted that this was not how the system should work and agreed to speak to the guest after the meeting to resolve the problem. A Committee member noted the confusion over the term Centralized Intake and Eligibility Determination since the program does not include eligibility determination for Part B, ADAP or Housing Opportunities for Persons with AIDS (HOPWA). The following motion was made in response:

Motion #3	To "recommend to the HIVPC that Non Medical Case Management change the name CIED to Part A Intake and Eligibility"
Proposed by	H. Bradley Katz
Seconded by	James Perigny
Action	Passed Unanimously

It was noted that better communication between Ryan White Parts and to consumers is needed. It was also noted that the HIVPC is the decision-making body and guests were encouraged to become involved in the decision-making process by joining the HIVPC or committees.

12. Agenda Items for Next Meeting

Standing Business Items

13. Next Meeting Date

Tuesday, December 6, 2011 at 1:00 pm at Broward Regional Health Planning Council, 200 Oakwood Lane, Hollywood, FL 33020. *(Subsequent to the meeting, the venue for the December 6, 2011 meeting is changed to the Mizell Center).*

14. Adjournment

Meeting was adjourned at 3:08 p.m.

Joint Client/Community Relations Committee FY2011-2012 Work Plan
January 3, 2012

HANDOUT A

1. Develop Annual JCCR Plan						
	Objectives	Accountability	Outcome	Target Date	Due Date	Status
A.	Decide on Committee Tasks and goals for the Fiscal year	JCCR	JCCR work plan	3/2011	3/2011	Completed 3/1/11
2. Develop and Implement JCCR Committee Policies and Procedures						
A.	Update Policies and Procedures	JCCR	Current JCCR P&P	3/2011	3/2011	Approved 6/23/11
3. Recommend Policies to increase PLWHA participation at all levels of Council activities.						
A.	Discuss and recommend policies to increase PLWHA Participation.	JCCR	Increased PLWHA participation	Ongoing	Ongoing	Ongoing
4. Hold at least 3 business meetings in the community to increase awareness of the Council and encourage PLWHA participation						
JCCR Community Business Meeting #1						
A.	Develop meeting #1 agenda; identify location, and materials needed.	JCCR, HIVPC Staff	Meeting preparedness	5/2011	5/2011	
B.	Hold meeting #1	JCCR, HIVPC Staff	Meeting held	6/2011	6/2011	CHOOSE PROVIDER LOCATION
C.	Analyze effectiveness of meeting and make future recommendations.	JCCR	Increased meeting efficiency and effectiveness	7/2011	7/2011	
JCCR Community Business Meeting #2						
A.	Develop meeting #1 agenda; identify location, and materials needed.	JCCR, HIVPC Staff	Meeting preparedness	9/2011	9/2011	07/12/11: Special Agenda items: CIED and ADAP Eligibility; location: CDTC; materials: PowerPoint presentations (flowcharts)
B.	Hold meeting #2.	JCCR, HIVPC Staff	Meeting held	10/2011	10/2011	09/06/11: CDTC
C.	Analyze effectiveness of meeting and make future recommendations.	JCCR	Increased meeting efficiency and effectiveness.	11/2011	11/2011	07/12/11: Recommended: Hollywood Beach Culture & Community Center and Memorial Community Access Center 09/06/11: Discussion of strategies for increased PLWHA participation and appropriate venues for maximizing attendance
JCCR Community Business Meeting #3						
A.	Develop meeting #1 agenda; identify location, and materials needed.	JCCR, HIVPC Staff	Meeting preparedness	1/2012	1/2012	10/04/11: Broward House selected
B.	Hold meeting #2.	JCCR, HIVPC Staff	Meeting held	2/2012	2/2012	11/01/11: Hold Meeting at Broward House

C.	Analyze effectiveness of meeting and make future recommendations.	JCCR	Increased meeting efficiency and effectiveness.	3/2012	3/2012	11/01/11: Recommended sites for January 2012 meeting: Broward House, Red Hispana, Pride Center where meetings before 4:00 p.m. are cost-free, Mount Olive Development Corporation (MODCO), and the African American Cultural Center.
5. Conduct at least one public event in the community to increase awareness of the Council's purpose and activities and encourage the participation of PLWHA. (Meeting will consist of the annual Community PSRA Presentation)						
	Objectives	Accountability	Outcome	Target Date	Due Date	Status
A.	Develop event #1 objectives, focal areas, and outcomes; identify speakers, location, and materials needed.	JCCR, HIVPC Staff	Meeting preparedness	3/2011	3/2011	3/1 - Developed Objective Mizell is available Tues. and Wed.
B.	Implement social marketing strategy to achieve attendance goals.	JCCR, HIVPC Staff	Increased PLWHA attendance	4/2011	4/2011	April – May: Emailed Flyers, Plasma TV display at Government Center, Sun Sentinel Article (?), Displayed Flyers at Agencies, Distributed Flyers at HIVPC Meetings
C.	Hold event	JCCR, HIVPC Staff	Meeting held	5/2011	5/2011	5/10 /11 at Mizell Center at 6:00 P.M.
D.	Analyze effectiveness of event #1 and make future recommendations.	JCCR	Increased meeting efficiency and effectiveness	6/2011	6/2011	06/07/11: Committee received report on event evaluation
6. Assist with Quality Improvement Training for Consumers						
A.	Assist with marketing/outreach for QI Trainings for Consumers	JCCR, HIVPC Staff	Consumer involvement	Ongoing	Ongoing	Ongoing
7. Conduct Annual JCCR Work Plan Evaluation						
A.	Review progress towards completion of annual JCCR Work Plan	JCCR	Identify barriers	Ongoing	Ongoing	Ongoing

Ryan White Part B
October 2011

Service Category	Part B 2011-2012 Allocated	Part B 2011-2012 (October Spent/ Encumbered)	Part B 2011-2012 Monthly Average Left	Part B 2011-2012 (YTD Spent/ Encumbered)	Part B 2011-2012 (% Left)	Part B 2011-2012 (Balance)
Home Delivered Meals	\$ 5,000	\$ -	\$ 609	\$ 735	85%	\$ 4,265
Home Health Care Services	\$ 16,448	\$ 94	\$ 1,934	\$ 2,908	82%	\$ 13,540
Medication Co Pay	\$ 812,894	\$ 47,113	\$ 66,198	\$ 349,509	57%	\$ 463,385
Case Management (non-medical)	\$ 157,395	\$ 9,272	\$ 12,448	\$ 70,256	55%	\$ 87,139
Administration	\$ 110,192	\$ 9,537	\$ 6,202	\$ 66,781	39%	\$ 43,411
TOTALS	\$ 1,101,929	\$ 66,015	\$ 122,348	\$ 490,189	56 %	\$ 611,740

44%

Non-Medical Case Management conducted **243** eligibility interviews in October of which **36** were new clients.

Medication Co Payment served 321 clients in October in which **10** were new to the program.

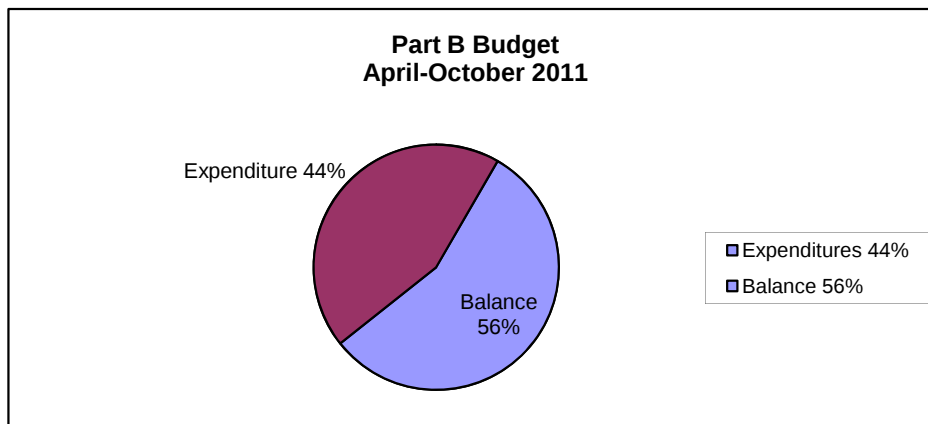
310 Clients served in October Med Co Pay

11 Clients served in October Mail Order

Cost Savings in Medication Co Payment Program for October is \$32,102.90. Total savings from April-October \$80,024.

A total of 132 clients activated Pharmaceutical Co Pay cards in October 2011.

A total of 360 clients have activated Pharmaceutical Co Pay cards for the period May 1 to October 31, 2011.



This report reflects all invoices received and paid as of 10/31/11

Broward County Health Department ADAP Report as of 12/28/11

Total ADAP "Open" Enrollment (as of 12/28/11)	2,022
Total ADAP Clients Served in Last 30 Days*	1,208
Total ADAP Waitlist Enrollment (as of 12/28/11)	252
Total ADAP/Medicare Part D Enrollment	187
Number of Appointments in November	547
Number of Missed Appointment in November	127
Percentage of November Appointments Missed	23%

*"Clients Served" defined as having at least one "pickup" in the period.

Clients are removed from the Wait List **by medical category** in the order they were placed on it. This serves as a reminder to people that if they are on the wait list they **MUST** recertify at 6 months or they will lose their position on the Wait List.

Providers should strongly encourage clients to accept the transfer back to ADAP which is now on a more stable financial basis. The contracts with the pharmaceutical companies mandated that FLDOH notify them of clients who refuse the offer. The companies' reaction is unknown but may include dropping the clients from the PAPs.

ADAP ENROLLMENT GUIDANCE REMINDER

For the Recent Waiting List Enrollment



The ADAP Program Office conducted a centralized enrollment from the waiting list on November 29, 2011. The following provides important guidance on information and activities that should be verified and/or conducted.

Staff must:

- ☐ Contact each person identified to let them know that they have been enrolled into the program and can access their medications from ADAP.
- ☐ Update the information in the ADAP database and verify that the client has the following:
 - ☐ A valid Current HIV/AIDS Patient Care Notice of Eligibility,
 - ☐ A valid prescription for at least one ARV medication on the ADAP formulary, and
 - ☐ Valid CD4 and HIV Viral Load labs no more than six months old.

Waiting List Enrollment Criterion:

- ☐ The criterion for waiting list enrollment is based on the Medical Categorization, as stated in the Cost Containment Guidance.

Timeframe:

- ☐ Clients will have 60 days from the date of enrollment (Nov. 29) to come into the county health department to update information.

Prescriptions:

- ☐ Clients will need to obtain new prescriptions.

Clients with Medications from a Patient Assistance Program (PAP) or Welvista:

- ☐ Clients must first exhaust any medications they currently have before accessing meds from ADAP.
- ☐ If a client has more than 60 days of medications, staff must request of the ADAP Program Office to place the record on 'Admin-Suspend' to prevent an auto-closure.

PAP Notification:

- ☐ For applicants who were served by Welvista, the ADAP Program Office will notify Welvista of their enrollment.
- ☐ If the client was receiving medications from a PAP, ADAP staff must send the 'Notification to PAPs of Applicant's Enrollment in the Florida ADAP' form, available on the ADAP intranet site:
http://dohiws.doh.state.fl.us/Divisions/Disease_Control/aids/ADAP_Intranet/Waiting_ListLimitedEnrollmentNotificationtoPAPs.pdf.

Non-adherent Clients:

- ☐ If there is a concern regarding adherence, please follow the ADAP manual addressing clients who have been without medications for two weeks or more.

Medicare Part D:

- ☐ Beginning January 1, 2012, applicants with Medicare Part D who were removed from the waiting list on November 29 will be transitioned to CVS Caremark for services. Staff must:
 - ☐ Remind clients to continue accessing their medications from the PAP or Welvista until Dec. 31.
 - ☐ Request the ADAP Program Office an 'Admin-Suspend' for the clients with more than 60 days of PAP medications to prevent an auto-closure from the program.
 - ☐ Remind them that they will begin accessing their ADAP medications through CVS Caremark on January 1, 2012.

Please note:

Medicare Part D waiting list applicants who were not removed on November 29, as well as any new applicant placed thereafter, will remain on the waiting list until further notice. The Program Office will continue to monitor funding availability and assess whether these applicants can enter the program in the future.