



INLAND
EMPIRE
H I V
PLANNING
COUNCIL

First Congregational United Church of Christ
3041 N Sierra Way
San Bernardino, CA 92405
(909) 229-4399
Website: www.iehpc.org

Riverside/San Bernardino California Transitional Grant Area

Dr. Maxwell Ohikhuare, M.D.
County Health Officer Co-Chair

Curtis Smith
Community Co-Chair

Standards Committee

Thursday, March 21, 2019

10:30 am – 11:30 am

Meeting Location

First Congregational United Church of Christ
3041 N Sierra Way
San Bernardino, CA 92405
(909) 229-4399

Teleconferencing Location***

Desert AIDS Project
1695 North Sunrise Way
Palm Springs, CA 92262
(760) 323-2118

This facility is in full compliance with the American with Disabilities Act of 1992

Agenda

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|----------|---|-----------|
| 10:30 am | 1. Call to Order <ul style="list-style-type: none">Roll Call* (PS Staff)Introductions | |
| | 2. Approval of Agenda² <ul style="list-style-type: none">2.1 Approval of 03.21.19 Agenda | C. Smith |
| | 3. Approval of Minutes² <ul style="list-style-type: none">3.1 Motion to approve 01.17.19 minutes | C. Smith |
| | 4. New Business² <ul style="list-style-type: none">4.1 Discussion: Notes from the Field
Making the Connections of Standards as a service delivery tool in Client Services | Z. Welden |
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	4.2 Annual Review and Discussion of Case Management- Non Medical Standard	C. Smith
	5. Public Comment ¹	Members of the Public
	6. Member Privilege	PC Members
	7. Review of Action Items	PC Staff
	Staff will:	
	8. Agenda Setting for Next Meeting: May 23, 2019	C. Smith
	9. Roll Call*	PC Staff
11:30 am	10. Adjournment	C. Smith

¹ Public Comments: Any member of the public may address this meeting on items of interest that relate to the Ryan White CARE Act by completing a speaker slip to indicate their interest in addressing the Planning Council. A three-minute limitation will normally apply to each member of the public who wishes to comment, unless waived by the Chair.

² The agenda item may consist of a discussion and a vote. Public comments can be made prior to each Planning Council vote.

* Members must be present at both roll calls to receive credit for meeting attendance.

** Attachment was not available at time of printing, but will be available at the meeting.

***Teleconferencing will be disconnected if there are no participants on the line after 15 minutes

Requests for special accommodations (e.g., language translation) must be received 72 hours prior to the date of the meeting. Contact PC Support at (909) 229-4399.

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Servicios en Español: Notificación para servicios de intérprete deben de someterse setenta y dos horas de anticipo. Por favor llame (909) 229-4399.



INLAND
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HIV
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First Congregation United Church of Christ
3041 N. Sierra Way
San Bernardino CA 92405
(909) 229-4339
Website: www.iehpc.org

Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD
County Health Officer Co-Chair

Curtis Smith
Community Co-Chair

STANDARDS COMMITTEE MEETING

Thursday, January 17, 2019

10:30 am – 11:30 am

<p><u>Meeting Location</u> First Congregational United Church of Christ 3041 North Sierra Way San Bernardino, CA 92405 (909) 229-4399</p>	<p><u>Teleconferencing</u> Desert AIDS Project 1695 North /Sunrise Way Palm Springs, CA 92262 (760) 323-2118</p>
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These facilities are in full compliance with the Americans with Disabilities Act of 1992

Attendance

Members: C. Smith, A. Jacobson, Z. Welden
PC Staff: B. Ramsey, J. Jones,
County Counsel: N/A
RWP: N/A
Public: Sign-In Sheet on File

MINUTES

Meeting

10:30 am	<p>1. <u>Call to Order</u></p> <ul style="list-style-type: none"> • Roll Call* (PC Staff) • Introductions 	C. Smith
	<p>2. <u>Approval of the Agenda</u>²</p> <p>2.1 Request made to make a motion to approve the Agenda for January 17, 2019</p> <ul style="list-style-type: none"> a. A motion was made to approve the Agenda for January 17, 2019 b. M/S/C A/ N. Lustre /A. Jacobson /Carried 	C. Smith
	<p>3. <u>Approval of the Minutes</u>²</p> <p>3.1 Request made to make a motion to approve the minutes for September 13, 2018</p> <ul style="list-style-type: none"> a. Motion made to approve the Minutes for September 13, 2018 b. M/S/C A/ L. White /K. Sellons /Carried 	C. Smith
	<p>4. <u>Old Business</u></p>	C. Smith

4.1	<u>Update Residential Substance Abuse Care/Treatment vs Housing and New Residential Standard</u>	
	Item to be tabled until new funding period. Allows RWP to ask Providers how they can utilize the funding.	
	Request made to make a motion to table 4.1 until RWP Staff can ask Providers how they can utilize the funding	
	a. A motion was made to table 4.1 pending a response from RWP Staff.	
	b. M/S/C A. Jacobson /N. Lustre /Carried	
5.	<u>New Business</u>	C. Smith
	<u>5.1 Read and Discuss the Roles and Responsibilities of the Standards Committee</u>	
	N. Lustre volunteered to read the section of By-Laws which instructs the Committee on its Roles and Responsibilities	
	<u>5.2 Review and Recommend 2019 Work Plan</u>	
	B. Ramsey: Recommend that the Committee review each Standards. The RWP Part B funding is going through changes and the State is requesting Part B be aligned with Part A. The Committee will begin the comparison of Part A and Part B and complete a Draft. Where there is a difference, the Committee shall provide a recommend revision.	
	i Request made to make a motion that the Committee review all Standards; compare Part A and Part B for alignment; and, to make recommended revisions when needed	
	a. Motion made that the Committee review all Standards; to compare Part A and Part B for alignment; and, to make recommended revisions when needed.	
	b. M/S/C A. Jacobson/N. Lustre /Carried	
	<u>5.3 Review Part B Draft Standards</u>	
	Item tabled. RWP to clarify.	
	i Request made to make a motion to table item 5.3 pending RWP's clarification	
	a. Motion made to table 5.3 pending RWP's clarification	
	b. M/S/C A. Jacobson/N. Lustre /Carried	
6.	<u>Public Comments</u>	Members of the Public
	None	
7.	<u>Members Privilege</u>	PC Members
	None	
8.	<u>Review of Actions Items</u>	PC Staff
	<u>8.1 Support Staff</u>	
	i. Update Workplan	
	ii. Request the RWP Staff be present at the next meeting	
9.	<u>Agenda Setting for Next Meeting</u>	C. Smith
	<u>Standards Committee</u> March 7, 2019 at 11:30 am First Congregational Church San Bernardino 3041 North Sierra Way, San Bernardino, CA 92405 (909) 229-4399	
10.	<u>Roll Call*</u>	PC Staff
11:45 pm	11. <u>Adjournment</u>	C. Smith

**INLAND EMPIRE HIV PLANNING COUNCIL STANDARDS OF CARE
RIVERSIDE / SAN BERNARDINO TRANSITIONAL GRANT AREA
RYAN WHITE HIV/AIDS PROGRAM**

CASE MANAGEMENT (NON-MEDICAL)

This document offers a limited set of focused standards addressing key aspects specific to this service category. Other relevant standards, including the Common Standards, as well as other policies, recommendations and guidelines should be referenced in conjunction with this standard.

Purpose of Standards

These service and care standards are prescribed by the Inland Empire HIV Planning Council (IEHPC). The purpose of these standards is to establish a minimum set of quality expectations to ensure uniformity of service funded by the Health Resources and Services Administration (HRSA) under the Ryan White HIV/AIDS Program legislation across the Riverside/San Bernardino Transitional Grant Area (R/SB TGA).

These standards are to be monitored and enforced by means of incorporation into service provision contracts managed by the Ryan White Program (RWP) Office on behalf of the IEHPC, as provided by the Ryan White HIV/AIDS Program legislation and HRSA policies, guidance, and other requirements.

Definition of Services (HRSA)

***Case Management (non-medical)** includes the provision of advice and assistance in obtaining medical, social, community, legal, financial, and other needed services. Case Management (non-medical) does not involve coordination and follow-up of medical treatments, as medical case management does.*

I. Care and Treatment Goal(s)

Case Management (non-medical) is available to all clients in the TGA to ensure and improve coordination of supportive services and to help clients access and maintain their connection to HIV medical care.

II. Service Goal

The goal of Case Management (non-medical) is to assist individuals in attaining and maintaining a maximum level of health and independent functioning through the coordination of resources. Staff assesses client needs; helps establish and evaluate goals and links clients to community resources, including partner services and testing. The Case Manager is also an advocate on behalf of their clients.

A. Service Objectives

1. To ensure timely access to medical, social and other needed services through appropriate referrals.
2. To foster a sense of patient empowerment and responsibility for their own health.
3. To provide an opportunity to describe components of Medical Case Management services and referrals as appropriate to all HIV positive clients.

B. Description of Services:

Eligibility for Case Management (non-medical) services is dependent on client need.

C. Service Components

Initial Intake/Assessment

1. A brief initial intake/assessment is developed within 15 days from referral.
2. Initial and ongoing assessment of client's acuity level (minimum = upon intake and as needed to determine need for Medical Case Management.).
3. When appropriate, this initial assessment should be made available for development of the client's Care Plan.
4. If a Care Plan is in place, the Care Plan should be reviewed and incorporated into the delivery of Case Management (non-medical). If a client receiving Case management (non-medical) presents with additional service needs, these needs should be incorporated into the clients Care Plan, if they are ever in need of Medical Case Management.
5. Case Managers will discuss budgeting with their clients, in order to maintain access to necessary services.

Screening/Referrals

1. Screening for domestic violence, mental health, substance use, advocacy needs, and other issues is conducted.
2. Clients are assisted with referrals and linkages to medical, mental health, substance abuse, psychosocial services, and other services as needed.
3. Whenever possible and appropriate, the Case Manager will provide clients a choice of referrals to address gaps in their support network.
4. Clients will be assisted with obtaining needed financial resources for daily living such as bus pass vouchers, gas cards and other emergency financial assistance.

Education

1. Educate clients regarding allowable services for family members, significant others and friends in the client's support system (i.e. education on HIV disease, care and treatment issues, prevention education) with the goal of developing and strengthening their support system to help maintain their connection to medical care.
2. Educate or provide referrals to agencies that educate clients about health education, risk reduction, and self-management.

3. Educate clients about their rights as well as their roles and responsibilities in the services system.

D. Limitations:

There are no service-specific limitations for Case Management (non-medical).

III. Service-Specific Staff Qualifications

Case managers are trained and knowledgeable about HIV/AIDS and current resources.

All case managers will comply with agency standards and code of ethics.

Please refer to the Common Standards of Care for general staff qualification requirements.

IV. Exceptions and Urgent Need

Please refer to the Common Standards of Care for guidance concerning Exceptions and Urgent Need.

V. Reportable Units of Service and Financial Eligibility

Please refer to the current service contract for a description of the unit of service and financial eligibility thresholds for each service category.