

## Meeting Summary

### Meeting Information

<b>Date</b>	September 17, 2019
<b>Location</b>	Morristown Medical Center Internal Medicine, 435 South Street, 3 <sup>rd</sup> Floor Conference Room, Morristown
<b>Start Time</b>	11:06am

### Attendance

#### Members

<b>Name</b>	<b>Representation</b>	<b>Affiliation</b>
Francis Ashun	Advisory	NJ State Department of Health
Tania Guaman	Advisory	Newark EMA Planning Council
Aliya Onque	Advisory	City of Newark, Ryan White
Geri Summers	Advisory	Rutgers University HIV Prevention
David Saltzman	Resource Partners	Legal Services of Northwest Jersey
Ed Barron	Morris	Community Member
Kelly Martins	Morris	NJAS
Lydia Sanchez	Morris	Family Health Center
Allison Delcalzo-Berens	Sussex	Family Health Center
Marisol Knox	Sussex	Catholic Family and Community Services
Jaclyn Cruz	Warren	Family Health Center

#### Guests

<b>Name</b>	<b>Affiliation</b>
Joe Ferrara	Catholic Family and Community Services
Jason Kondrk	Gilead Sciences
Summer Brown	Family Health Center
Bob Armstrong	Human Services Advisory Council
Kay-Diene Robinson	Family Health Center
Aryadne Valadao	NJAS
Kathaleen Cluff	NJAS
Karen Ehiri	City of Newark, Ryan White
Regina Braham	JBWS

### Meeting Summary

<b>Welcome</b>
Delcalzo-Berens called the meeting to order at 11:06am and held a moment of silence. The June 18, 2019 minutes were reviewed. Martins made a motion to approve the minutes. The motion was seconded by Sanchez and the motion passed without comment at 11:08am.
<b>Agency Spotlight: JBWS</b>
Braham, VP of Community Relations from JBWS, provided a presentation on the agency's services. She noted that the agency's former name, Jersey Battered Women's Services, was limiting and therefore, changing the name to JBWS has allowed the agency to broaden its scope in terms of the populations it serves and the types of abuse that it works with. Braham reported that the organization works on a sliding scale.
Barron asked if Braham would be willing to talk to SAGE, an LGBT group for seniors. Braham is interested in doing so.
Saltzman asked what to do if a client discloses that s/he is being abused. Braham explained that victim abuse is not mandatory reporting but that providers can help to empower the victim by providing information and making

recommendations to take small steps. Providers can give clients the helpline card or help them memorize the number or they can escort clients to the Family Justice Center where the victim can obtain additional information.

Brochures of services will be sent with the meeting summary.

#### **Presentation: HIPAA**

Delcalzo-Berens provided a short training on HIPAA basics, after which the committee members had a discussion. Summers related a story of a recent experience wherein a community health worker provided identifying information about a patient through an electronic portal and was let go for the indiscretion. Summers also reported that the program was able to write a HIPAA appropriate policy for hospitals to allow community health workers to text patients via cell phones to help aid in their care and treatment. Lastly, Summers warned that when emailing patients as part of a group email, providers should use the BCC line.

Ashun asked if staff can be involved in case discussions about a client if they are involved with the client out of work (for instance family or friend). Delcalzo-Berens and Sanchez explained that access to patient information can only be granted if conflicts of interest are disclosed and properly managed and if the staff member is “need to know” personnel. Sanchez also noted that staff cannot transport patient information. Barron asked if records can be faxed to an office that does not abide by HIPAA practices. Delcalzo-Berens explained that if a consent to release records is signed by the patient, records may be faxed to the location(s) listed on the consent; however, it is the burden of the receiving agency to protect the HIPAA protected patient information once it comes through fax. Saltzman reported that at his agency, clients are protected by attorney client privilege but that this privilege extends to all staff members. Guaman asked how providers handle situations in which they see clients outside of the workplace. Providers agreed that they take the cue from the client but that no HIPAA information would be mentioned in those environments.

A one-page handout about HIPAA will be distributed with the meeting summary.

#### **Subcommittee Updates**

Provider Subcommittee: Delcalzo-Berens announced that Martins will be the Chair of the new subcommittee and that Hope House and Zufall still need to appoint their member representative. Martins will follow up on organizing the committee membership and scheduling a first meeting. The mission statement for the new committee is: to work as a collaborative body to use needs assessment findings, qualitative experiential knowledge, quantitative data and consumer feedback to improve the services of HIV service providers and the system of care for people at risk for and living with HIV.

Lunch and Learn Project: Delcalzo-Berens reviewed the potential lunch and learn topics for 2020 and asked for additional suggestions. No other suggestions were made. Delcalzo-Berens will survey the clients at today’s lunch and learn for their preferences for 2020 lunch and learns with the following list of options:

- Legislative Update and Advocacy
- HIV and Prenatal/Postnatal Care
- Mental Health Education
- Narcan Education
- Oral Health Update
- Fighting Stigma Through Personal Action
- Evolution of HIV Treatment
- Living Well with HIV as You Age
- Smoking Cessation
- What is Medical Case Management vs. Case Management?
- Criminalization Laws and Self-Identification of Status

Needs Assessment Subcommittee: Delcalzo-Berens provided the following update to the recommendations elicited by the 2019 Needs Assessment:

Recommendation	Progress
Additional training for extended staff of larger agencies	
Placement of mental health support, counseling or support groups in more prominent locations in waiting rooms	
Initiation of stigma-free campaigns	
Additional training about behavioral health issues	
Expansion of provider relationships to increase referral networks	Members to invite providers/agencies to present on services at meetings
Inclusion of additional support groups and bilingual counselors	
Additional interagency collaboration and communication	New Provider Subcommittee in process of being formed
Offer mental health education to consumers	Plan to be offered as a 2020 lunch and learn topic

### Agency Updates

HIV Prevention: Summers reported that Gay Men's Awareness Day event is next Friday, September 27 and registration is still open.

Legal Services: Saltzman reported that the agency has a new CEO, Michael Wojcik and that the office has moved around the corner from its old location. He also reported that the Navigating Hope van is now coming to landlord/tenant court every Friday and staff are completing applications and providing navigation assistance for people right after their case is heard. Lastly, Saltzman announced that the agency is hosting an upcoming event for providers on common legal problems. A flyer will be sent with the meeting summary.

Delcalzo-Berens asked for clarification about Legal Services advocacy for right to council for landlord/tenant matters. Saltzman reported that when tenants are represented by a lawyer, they are less likely to be evicted. Legal Services has been advocating for funds from the judiciary but are already doing the work by attending landlord/tenant court every week.

Ryan White: Onque introduced the new quality management specialist, Karen Ehiri, and reported that the fiscal year 2020 RFP is in the process of being written by the recipient's office. There is an additional RFP for Part A recipients this year for Ending the Epidemic (EtE) that is also due in a couple of weeks. Onque reported that she will be sending out questions to programs via the EIRCs to assist the recipient's office in writing the proposal for the EtE grant, including barriers to same day test to treat.

Zufall: Moore reported via email:

- 1) New Nurse Case Manager: Amy Nelson 973-328-9100 x347. She is still training we are easing her into the role.
- 2) Continuing to integrate Behavioral Health--Zufall is part of the state's B-HIP cohort. Our case managers and Zufall staff have received training from AETC/Columbia University in August on the depression and drug use screenings. All case managers will screen at a minimum of 2x per year (during reassessment)
- 3) New Psych Nurse Practitioner (not full-time) and she is not exclusive to HIV patients, but at least we have the ability to have better assessments
- 4) Our HIV Program is paving the way to provide for telehealth (just the beginning phases—testing the process). Two things for this:
  - a. To allow MCM to meet with their clients by smartphone to MCM's desktop to reduce barriers.
  - b. To allow for Psych/Mental Health to have follow-ups via telehealth. Person will need to go to a Zufall site for that.
- 5) Consumers assisting to update Zufall's HIV webpage
- 6) Into the fourth generation of oral health integration project. Now, my focus is on when we have to refer out for services outside of general dentistry.

Family Health Center: Martins reported that the HIV support group continues to take place on Wednesdays at 1:30 but that the gay men's support group has moved to Thursdays at 6:00. She also announced that Tuesday, October 1<sup>st</sup> is the Annual Dining Out for Life event and to see her for a list of participating restaurants. Martins reported that NJAS is accepting applications for its annual retreat, scheduled for October 18-20. NJAS is seeking a full-time transportation assistant and just hired a new full-time behavioral health counselor. NJAS currently does not offer bilingual counseling.

NJAS has launched LGBT services and is currently hosting a youth support group on Mondays at 6:00 with a companion support group for parents and guardians. NJAS will start a gender nonconforming support group on October 22.

Hope House: Knox reported that the agency has recently moved to 101-103 Bassett Highway, still in Dover and that the agency is hiring for a housing case manager. There is a movie day scheduled for next Tuesday, 9/24. Knox asked that if another agency brings clients, it would be helpful for that agency to have a case manager stay in case clients need counseling or resources after the movie as some of the movies may trigger emotional responses.

Ed Barron: Barron reported that he has introduced a plan to the NJ HIV Planning Group to organize a long term survivor day next year and that he will be leading the organization of this project.

Newark EMA: Guaman reported that the Planning Council will meet meeting to approve the 2020 Priority Setting and Resource Allocation report this week. She also reported that concerns have been raised regarding the public change rule. If providers notice that patients are rejecting services out of fear, please forward concerns to the recipient, the planning council or the EtE planning group.

#### **Adjourn**

Barron made a motion to end the meeting with a second from Sanchez. The motion passed without comment at 12:37pm.