

COMPREHENSIVE PLANNING COMMITTEE (CPC) MEETING AGENDA

WEDNESDAY JANUARY 27, 2021 – 11:00PM TO 1:00PM

ELECTRONIC MEETING VIA ZOOM VIDEO CONFERENCING

ELECTRONIC – ONLINE MEETING

Note: all times are approximate

11:05 pm	<ol style="list-style-type: none"> 1. Call to Order and Moment of Silence 2. Welcome and Introductions 3. Adopt Agenda for January 27, 2021 4. Approve Minutes for December 16, 2020
11:15 pm	<ol style="list-style-type: none"> 5. Ryan White HIV/AIDS Program (RWHAP) – Reports & Financial Oversight 6. PSRA – Next Steps
11:45 pm	<ol style="list-style-type: none"> 7. Other Business
12:15 pm	<ol style="list-style-type: none"> 8. Announcements and Adjournment
<p><u>NEXT COMPREHENSIVE PLANNING COMMITTEE (CPC) MEETING:</u></p>	<p>WEDNESDAY FEBRUARY 25, 2021 11PM TO 1PM ELECTRONIC MEETING VIA ZOOM VIDEO CONFERENCING (ONLINE)</p>

COMPREHENSIVE PLANNING COMMITTEE (CPC) MEETING MINUTES

WEDNESDAY, DECEMBER 16, 2020 – 11:00AM

ZOOM CONFERENCE AND VIDEO CALL

ELECTRONIC – ONLINE MEETING

ATTENDEES/ROLL CALL					
COMMISSIONERS	PRESENT	ABSENT	COMMITTEE MEMBERS	PRESENT	ABSENT
Copley, MacKenzie (<i>Vice Chair</i>)	X				
DeMartino, Peter	X				
Padmore, Gerald (<i>Chair</i>)	X				
Shaw-Richardson, Re'ginald		X	COMMUNITY PARTNERS/GUESTS	PRESENT	ABSENT
Zoerkler, Jennifer	X				
RYAN WHITE RECIPIENT STAFF	PRESENT	ABSENT			
Barnes, Clover	X				
Edmonds, Jason	X		CONSULTANTS	PRESENT	ABSENT
Fortune, Ebony		X			
HAHSTA STAFF	PRESENT	ABSENT	COMMISSION SUPPORT STAFF	PRESENT	ABSENT
Pettigrew, Kenneth		X	Bailey, Patrice	X	
			Clark, Lamont	X	

HIGHLIGHTS

NOTE: This is a draft version of the December 16, 2020 Comprehensive Planning Committee (CPC) Meeting Minutes. The final version will be approved at the January 27, 2020 meeting and made available thereafter.

AGENDA

ITEM	DISCUSSION
Call to Order	Gerald P. called the meeting to order at 11:12 am, followed by a moment of silence and introductions.
Review and Adoption of the Agenda	Peter D. motioned to adopt the Comprehensive Planning Committee Agenda for December 16, 2020. Jennifer Z. seconded. The agenda was adopted unanimously.
Review and Approval of the Minutes	Jennifer motioned to approve the Comprehensive Planning Committee Minutes from November 18, 2020. MacKenzie C. seconded. The minutes were approved unanimously.



<p>Ryan White HIV/AIDS Program (RWHAP) Reports & Financial Oversight</p>	<p>Clover Barnes reported for the Recipient</p> <ul style="list-style-type: none"> • Monthly Fiscal and Recipient Report (Part A and Part A MAI Funding) Year 30 is for reporting period: October 1 – 31, 2020 • Part A GY'29 carryover request for \$938,440 was received on September 16, 2020 and has been added to the total award for GY'30 totaling \$32,242,116. <p><u>FISCAL STATUS</u></p> <ul style="list-style-type: none"> • Part A and Part A MAI in October 2020, (41) of (41) invoices have been received. <p><u>PART A FISCAL SUMMARY</u></p> <ul style="list-style-type: none"> • Part A expenditures are at 47% and should be at 67%. • Added \$469,220 of carryover funds to Emergency Financial Assistance and Non-Medical Case Management. The allocation may change. • Services spending 30% below expected are Early Intervention Services (EIS), Medical Case Management, Linguistic Services (LS), and Outreach Services (OS). <p><u>PART A MAI FISCAL SUMMARY</u></p> <ul style="list-style-type: none"> • Part A MAI expenditures are at 50% and should be at 67%. • Services spending 30% below expected are Outpatient/Ambulatory Health Services, and Medical Case Management. <p><u>UBC FISCAL SUMMARY</u></p> <ul style="list-style-type: none"> • UBC expenditures are at 54% and should be at 67%. • Reprogrammed \$500,000 from Housing Case Management, \$400,000 from Oral Health and \$100,000 from Outpatient Ambulatory Service to put \$1,000,000 into Non-Medical Case Management Services. • Added \$469,220 of carryover funds to the Food Bank service category. • There are no services spending above 30% because of the reprogramming. • Services spending 30% below expected are Outpatient/Ambulatory Health Services, Oral Health Care, Substance Abuse Services – Outpatient, and Housing Case Management and Referral.
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	<p><u>RECIPIENT REPORT</u></p> <p>There have been delays in the reconciliation of the government fiscal year end close out, therefore recommendations for use of carryover funding have been delayed although more information has been given. Every December an Estimated Unobligated Balance Report must be submitted by December 31st to request carryover in the event money is left over. Jennifer was asked to sign the report in the absence of a Government Co-Chair.</p>
<p>PSRA Agendas</p>	<p>Lamont C. indicated that the PSRA Jurisdictional Meeting Agendas are basically the same in format. Different people may present in the different jurisdictions. Not much has changed in terms of service needs, however, the process may be slightly different because of the time of year, and the pandemic. MacKenzie suggested documenting the break times in the agendas.</p> <p>MacKenzie asked about the Government Co-Chair position once occupied by Kaleef Morse. Lamont indicated that the position must be announced and posted. He further indicated that the position is not just for Government Co-Chair but also a supervisory position in HAHSTA. The new position will include supervision of COHAH, POWAB and another program within the division. Lamont will follow up with the Division Chief.</p>
<p>Follow-up Items</p>	<p>None</p>

ANNOUNCEMENTS/OTHER DISCUSSION			
<p>Peter announced Dennis Rivera as the new Deputy for the Maryland Department of Health.</p>			
HANDOUTS			
<ul style="list-style-type: none"> • December 16, 2020 Comprehensive Planning Committee (CPC) Meeting Agenda • November 18, 2020 Comprehensive Planning Committee (CPC) Meeting Minutes • Monthly Fiscal and Recipient Report (Part A and Part A MAI Funding) Year 29 – Reporting Period: October 2020 • Fiscal Roll-up Report – October 2020 			
MEETING ADJOURNED	<p>11:52 AM</p>	NEXT MEETING	<p>WEDNESDAY, JANUARY 27, 2020 11:00am to 1:00pm ZOOM CONFERENCE AND VIDEO CALL</p>

**Greater Washington Eligible Metropolitan Area
Jurisdiction: District of Columbia Services Report- DC Grant**

Period Covered: Sept 01-Nov 30 2020

HRSA Service Areas for Grant Year 30	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Cumulative Total	
	Clients	Units	Clients	Units	Clients	Units	Clients	Units	Clients	Units
Core Medical Services										
Early Intervention Services	1,301	3,939	1,799	4,993	2,302	6,094			5,402	15,026
Medical Nutrition Therapy (including supplements)	125	630	135	672	13	37			273	1,339
Medical Case Management (including Treatment Adherence)	481	3,193	383	2,439	271	1,963			1,135	7,595
Support Services										
Emergency Financial Assistance	505	727	469	514	513	550			1,487	1,791
Medical Transportation Services	111	273	133	317	65	115			309	705
Linguistics	2	2	1	2	3	3			6	7
Psychosocial Support Services	37	77	36	94	29	73			102	244
Home and Community-based Health Services	11	626	7	514	20	566			38	1,706
Other Professional Services	11	13	12	15	14.0	16			37	44

Notes:

Date of Report 15-Jan-21
 Prepared by Hodan Eyow
 Report submitted to: Comprehensive Planning Committee (CPC)
 Source of Report CAREWARE
 Comments:
 This report represents all services data entered into CAREWARE up to the date of extraction

**Greater Washington Eligible Metropolitan Area
Jurisdiction: District of Columbia Services Report- DC HCA**

Period Covered: Sept 1-Nov 30 2020

HRSA Service Areas for Grant Year 30	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Cumulative Total	
	Clients	Units	Clients	Units	Clients	Units	Clients	Units	Clients	Units
Core Medical Services										
Outpatient/Ambulatory Health Care	465	1,155	349	1,073	363	995			1,177	3,223
Oral Health Services	44	61	24	40	32	42			100	143
Mental Health Services	71	182	69	222	47	171			187	575
Substance Abuse Services (Outpatient)	4	28	4	45	1	1			9	74
Support Services										
Food Bank/Home Delivered Meals	808	129,145	723	112,318	714	113,822			2,245	355,285
Non-Medical Case Management	1,825	7,257	1,713	7,108	1,477	6,951			5,015	21,316
Housing Services	64	172	81	209	57	188			202	569

Notes:

Date of Report 15-Jan-21
 Prepared by Hodan Eyow
 Report submitted to: Comprehensive Planning Committee (CPC)
 Source of Report CAREWARE

Comments:
 This report represents all services data entered into CAREWARE up to the date of extraction

**Greater Washington Eligible Metropolitan Area
Jurisdiction: District of Columbia Services Report- MD**

Period Covered: Sept 01-Nov 30 2020

HRSA Service Areas for Grant Year 30	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Cumulative Total	
	Clients	Units	Clients	Units	Clients	Units	Clients	Units	Clients	Units
Core Medical Services										
Outpatient/Ambulatory Health Services	164	378	150	395	116	280			430	1,053
Oral Health	35	60	5	8	19	52			59	120
Medical Case Management	436	2,855	343	2,205	183	1,715			962	6,775
Medical Nutrition Therapy	0	0	43	125	16	33			59	158
Early Intervention Services	543	1,315	420	1,068	339	581			1,302	2,192
Mental Health	20	42	18	48	16	36			54	126
Support Services										
Psychosocial Support	25	60	19	45	22	51			66	156
Emergency Financial Assistance	0	0	0	0	0	0			0	0
Health Insurance(HIP)	2	2	3	3	3	4			8	9
Substance Abuse: Outpatient	12	26	12	33	12	22			36	81
Medical Transportation Services	78	206	73	198	66	348			217	752
Case Management (non-medical)	330	1,241	301	1,134	158	447			789	2,822

Notes:

Date of Report 15-Jan-21
Prepared by Hodan Eyow
Report submitted to: Comprehensive Planning Committee (CPC)
Source of Report CAREWARE
Comments:

This report represents all services data entered into CAREWARE up to the date of extraction

**Greater Washington Eligible Metropolitan Area
Jurisdiction: District of Columbia Services Report- WVA**

Period Covered: Sept 01- Nov 30 2020

HRSA Service Areas for Grant Year 30	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Cumulative Total	
	Clients	Units	Clients	Units	Clients	Units	Clients	Units	Clients	Units
Core Medical Services										
Medical Nutrition Therapy (including supplements)	26	50	28	52	22	46			76	148
Medical Case Management (including Treatment Adherence)	109	227	125	289	134	291			368	807
Support Services										
Emergency Financial Assistance	105	269	114	157	119	188			338	614
Medical Transportation Services	22	103	22	172	27	164			71	439
Service Outreach	3	3	12	14	2	2			17	19
Health Insurance Program (HIP)	14	37	15	34	13	33			42	104

Notes:

Date of Report 15-Jan-21

Prepared by Hodan Eyow

Report submitted to: Comprehensive Planning Committee (CPC)

Source of Report CAREWARE

Comments:

This report represents all services data entered into CAREWARE up to the date of extraction

Date: January 27, 2021

To: Comprehensive Planning Committee (CPC)

From: Ryan White HIV/AIDS Program (RWHAP) Recipient Staff

**Re: Monthly Fiscal and Recipient Report (Part A and Part A MAI Funding)
Year 30 - Reporting Period: November 1 – 30, 2020**

Part A and Part A MAI. The Ryan White HIV/AIDS Program (RWHAP) Part A Grant Year 30 includes two components: Part A and Part A Minority AIDS Initiative (MAI). These reports are designed to report distinctly on the associated program activities. 1. The Part A GY 29 carryover request for \$938,440 was received on September 16, 2020 and has been added to the total award for GY30. **The GY 30 award has been received in the amount \$32,242,116. The total plus carryover is \$33,180,556.**

Notes on Overview. The fiscal spreadsheets list the service categories by Part and jurisdiction and identifies the reported expenditure as a proportion of expected-to-date. The COHAH has requested an explanation of those service categories with a 30% variance from the target percentage.

FISCAL STATUS

For Part A and Part A MAI in November 2020, (31) of (41) invoices have been received.

SERVICE DELIVERY CHALLENGES

DC: No challenges.

MD: No challenges.

VA: No challenges.

PART A FISCAL SUMMARY

Part A expenditures are 52% and should be 75%. (Overall Expenditure rates by funding source for the reporting period)

Service areas affected by unprocessed invoices:

Regional Early Intervention Services (REIS)
Home & Community Based Care (HCBC)
Medical Case Management (MCM)
Emergency Financial Assistance (EFA)
Linguistic Services (LS)
Medical Transportation Services (MT)
Psychosocial Support Services (PS)

Services 30% below expected:

Early Intervention Services (EIS)
Medical Case Management (MCM)
Linguistic Services (LS)
Outreach Services (OS)

Services 30% above expected:

N/A

PART A MAI FISCAL SUMMARY

Part A MAI expenditures are 57% and should be 75%. (Overall Expenditure rates by funding source for the reporting period)

Service areas affected by unprocessed invoices:

Outpatient/Ambulatory Health Services (OAHS)
Mental Health Services (MH)
Substance Abuse Services – Outpatient (SAS)

Services 30% below expected:

Outpatient/Ambulatory Health Services
Substance Abuse Services – Outpatient (SAS)
Psychosocial Support Services

Services 30% above expected:

N/A

UBC FISCAL SUMMARY

UBC expenditures are 61% and should be 75%. (Overall Expenditure rates by funding source for the reporting period)

Service areas affected by unprocessed invoices:

N/A

Services 30% below expected:

Outpatient/Ambulatory Health Services
Oral Health Care
Substance Abuse Services - Outpatient
Housing Case Management and Referral

Services 30% above expected:

N/A

RECIPIENT REPORT

- GY31 Award.** This week, the Recipient received a partial Notice of Grant Award for GY 31. All Ryan White Part A recipients received a partial award due to the budget negotiations and delays in Congress. The GY31 partial award is in the amount of \$6,853,420, of that \$6,210,126 is formula and \$643,294 is MAI. Supplemental funding is not included in partial awards. The full award is usually received later in the spring, around May.

Report through November 2020

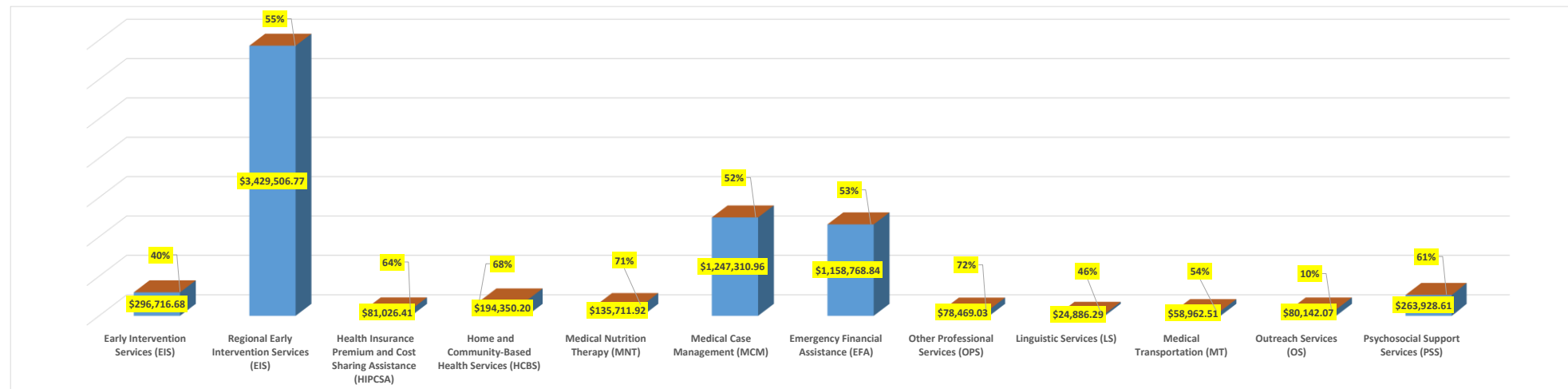
Jurisdiction	Current Award - Finalized	Expenditures	Remaining Balance	Percent Spent	Comments
District of Columbia - Part A	9,337,671	5,211,069	4,126,602	55.8%	
District of Columbia - MAI	1,333,946	921,950	411,996	69.1%	
District of Columbia - UBC	11,056,837	6,715,217	4,341,620	60.7%	
District of Columbia Subtotal	21,728,454	12,848,237	8,880,217	59.1%	
Northern Virginia -- MAI	362,605	218,816	143,789	60%	
Northern Virginia Subtotal	1,411,168	651,813	759,355	46%	
Suburban Maryland - Part A	2,844,566	1,121,497	1,723,069	39.4%	
Suburban Maryland -- MAI	952,077	356,823	595,254	37.5%	
Suburban Maryland Subtotal	3,796,643	1,478,320	2,318,323	38.9%	
West Virginia - Part A	421,200	284,216	136,984	67.5%	
West Virginia Subtotal	421,200	284,216	136,984	67.5%	
TOTAL -- Part A	13,652,000	7,049,780	6,602,220	51.6%	
TOTAL -- MAI	2,648,628	1,497,589	1,151,039	56.5%	
TOTAL -- UBC	11,056,837	6,715,217	4,341,620	60.7%	
TOTAL Subtotal	27,357,465	15,262,586	12,094,879	55.8%	

PART A

Report through November 2020

SERVICE CATEGORY	AWARDS	EXPENDITURES TO DATE							Comments	
		Reported \$					Reported %	Expected \$		Expected %
	Current AWARDS	DC	MD	VA	WVA	Total				
Early Intervention Services (EIS)	\$737,663.00	\$203,857.00	\$92,859.68			\$296,716.68	40%	\$553,247.25	75%	Reduced in-person service delivery due to COVID19
Regional Early Intervention Services (EIS)	\$6,216,801.00	\$2,635,106.50	\$361,402.68	\$432,997.59		\$3,429,506.77	55%	\$4,662,600.75	75%	
Health Insurance Premium and Cost Sharing Assistance (HIPCSA)	\$126,854.00	\$9,108.30	\$31,692.34		\$40,225.77	\$81,026.41	64%	\$95,140.50	75%	
Home and Community-Based Health Services (HCBS)	\$285,103.00	\$194,350.20				\$194,350.20	68%	\$213,827.25	75%	
Medical Nutrition Therapy (MNT)	\$192,367.00	\$107,178.56	\$25,280.82		\$3,252.54	\$135,711.92	71%	\$144,275.25	75%	
Medical Case Management (MCM)	\$2,406,958.00	\$792,210.35	\$372,864.73		\$82,235.88	\$1,247,310.96	52%	\$1,805,218.50	75%	Reduced in-person service delivery due to COVID19
Emergency Financial Assistance (EFA)	\$2,189,991.00	\$1,034,932.17			\$123,836.67	\$1,158,768.84	53%	\$1,642,493.25	75%	
Other Professional Services (OPS)	\$109,368.00	\$78,469.03				\$78,469.03	72%	\$82,026.00	75%	
Linguistic Services (LS)	\$54,229.00	\$24,886.29				\$24,886.29	46%	\$40,671.75	75%	Reduced in-person service delivery due to COVID19
Medical Transportation (MT)	\$109,763.00	\$10,576.75	\$19,585.76		\$28,800.00	\$58,962.51	54%	\$82,322.25	75%	
Outreach Services (OS)	\$787,697.00	\$5,663.07	\$68,613.51		\$5,865.49	\$80,142.07	10%	\$590,772.75	75%	Reduced in-person service delivery due to COVID19
Psychosocial Support Services (PSS)	\$435,206.00	\$114,731.18	\$149,197.43			\$263,928.61	61%	\$326,404.50	75%	
TOTAL	\$ 13,652,000.00	\$5,211,069.40	\$1,121,496.95	\$432,997.59	\$284,216.35	\$ 7,049,780.29	52%	\$10,239,000.00	75%	

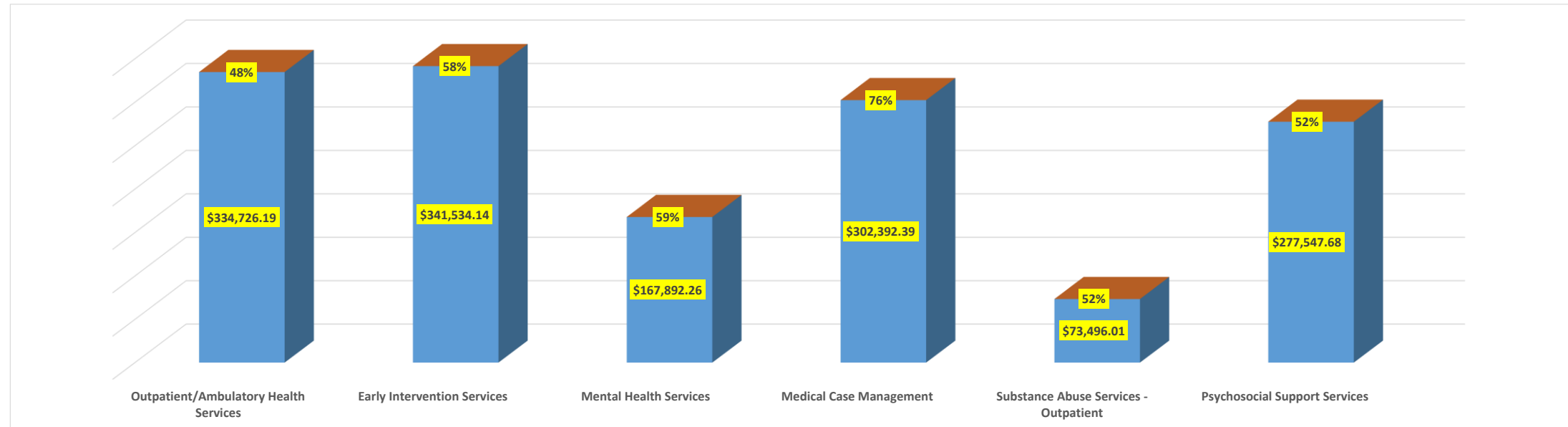
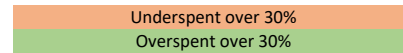
Underspent over 30%
Overspent over 30%



MAI

Report through November 2020

SERVICE CATEGORY	AWARDS Current Budget	EXPENDITURES TO DATE							Comments
		Reported \$				Reported %	Expected \$	Expected %	
	DC	MD	VA	Total					
Outpatient/Ambulatory Health Services	\$701,903.00	\$179,996.07	\$73,174.72	\$81,555.40	\$334,726.19	48%	\$526,427.25	75%	Reduced in-person service delivery due to COVID19
Early Intervention Services	\$587,086.00	\$204,969.28	\$75,174.19	\$61,390.67	\$341,534.14	58%	\$440,314.50	75%	
Mental Health Services	\$284,653.00	\$82,996.06	\$82,513.26	\$2,382.94	\$167,892.26	59%	\$213,489.75	75%	
Medical Case Management	\$399,648.00	\$221,550.72	\$73,692.15	\$7,149.52	\$302,392.39	76%	\$299,736.00	75%	
Substance Abuse Services - Outpatient	\$140,436.00	\$73,496.01			\$73,496.01	52%	\$105,327.00	75%	Reduced in-person service delivery due to COVID19
Psychosocial Support Services	\$534,902.00	\$158,942.11	\$52,268.41	\$66,337.16	\$277,547.68	52%	\$401,176.50	75%	Reduced in-person service delivery due to COVID19
TOTAL	\$2,648,628.00	\$921,950.25	\$356,822.73	\$218,815.69	\$1,497,588.67	57%	\$1,986,471.00	75%	



UBC

Report through November 2020

SERVICE CATEGORY	AWARDS	EXPENDITURES TO DATE				Comments
	Current	Reported \$	Reported %	Expected \$	Expected %	
Outpatient/Ambulatory Health Services	\$ 2,282,360.00	\$ 1,085,787.93	48%	\$1,711,770.00	75%	Reduced in-person service delivery due to COVID19
Oral Health Care	\$ 688,907.00	\$ 78,723.41	11%	\$516,680.25	75%	Reduced in-person service delivery due to COVID19.
Mental Health Services	\$ 217,453.00	\$ 145,325.00	67%	\$163,089.75	75%	
Substance Abuse Services - Outpatient	\$ 87,002.00	\$ 26,523.00	30%	\$65,251.50	75%	Reduced in-person service delivery due to COVID19
Non-Medical Case Management Services	\$ 3,412,267.00	\$ 2,536,519.00	74%	\$2,559,200.25	75%	Combined with Housing as of the start of GY30
Food Bank/Home Delivered Meals	\$ 3,662,714.00	\$ 2,800,454.00	76%	\$2,747,035.50	75%	
Housing Case Management and Referral	\$ 706,134.00	\$ 41,885.00	6%	\$529,600.50	75%	Reduced in-person service delivery due to COVID19.
TOTAL	\$ 11,056,837.00	\$ 6,715,217.34	61%	\$8,292,627.75	75%	

Underspent over 30%
Overspent over 30%

