

**Santa Cruz County Health Services Agency  
Quality Management Minutes  
1-16-19**

Topic	Discussion/Recommendations	Action	Responsible Party	Follow-up Date
<b>Welcome and Intro.</b>	Robin convened the meeting of the Quality Management Committee by welcoming attendees	None	N/A	N/A
<b>Attendees:</b>	<b>Marion Jordan, Robin Stone, Arnold Leff, Eliko Bridgewater Serena Mohammad, Rachel McCullough-Sanden, Socorro Gutierrez</b>	None	N/A	N/A
<b>Agenda Items</b>				
<b>HIV Program Updates</b>				
<b>Approval of Minutes from Oct 17, 2018</b>	Minutes were approved	None		
<b>Announcements</b>	Alliance consult may be able to provide PDSA training. We have received unofficial notice of the possibility of a HRSA site visit in May			
<b>Follow up on Action Items from 10/17/18 meeting</b>	-Serena presented a formula that she is using to calculate percentage change, based on actual value changes. (Subtract the old from the new, then divide by the old value and convert to a %age.)  -HAART meds data base update was not addressed. Robin and Serena spoke after the meeting.  <b>-Providers met with JMAC and Robin directly after the general CQI meeting and addressed some of the data issues.</b> Discussed the use of a new annual HIV screening panel that could be filtered to ensure that appropriate tests are being captured. Discussed giving providers access to an HIV report that will pull in clinical indicators Discussed the possibility of using informational dot phrases which would include last time done and outcome.	None needed  Serena to route current list of HAART meds to Marion for review. Marion to advise of updates. Then Serena to build data base. Marion to update as changes occur.  JMAC to request  JMAC to follow up and work with providers.	Serena          JMAC and providers	

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	Discussed the possibility of an annual HIV pre- chart for provider to review. Discussed revamping med adherence smart phrase to a yes/no choice with a comment section Discussed attempting to flag dental in health maintenance.			
<b>Data:</b>	See above			
<b>PDSA</b>	<p><b>-Retention to Care-completed. See copy.</b></p> <p>Case manager needs to be updated in EPIC, so that providers know whether they are responsible for outreach efforts. JMAC showed Eliko how to enter Care Team case manager in EPIC under snapshot directly after the meeting Report to be generated every 6 mo on patients who had a vl/HIV Prov visit in both the last 6 and 12 mo.</p> <p>Discussed possibilities for next PDSA project. Some of the prevention topics that were discussed now have systems in Health Maintenance in EPIC that already exist such as tobacco and obesity. Pre-conception counseling not flagged, but #s of those patients who need are very low.</p>	<p>.Eliko to f/u with case managers to have them enter in EPIC.</p> <p>Robin to send request to Serena, who will generate the report.</p> <p>Robin to evaluate performance measure findings, and suggest possible PDSA on a topic where we are falling short.</p>	<p>Eliko</p> <p>Done 1/22/19</p> <p>Robin</p>	<p>2/20/19</p>
<b>CQI Plan/CQI Program Evaluation</b>	<p>We are expected to come up with a CQM plan based on PCN 15-02 updated 11/30/18. We will work off a checklist that was given to us to use. Checklist was forwarded to committee members. We will need technical assistance to establish frequency and process of identifying PDSA's. We will need to do quarterly CQI measure reports. Discussed possible priorities and goals. We will need to do a CQI Self- Evaluation next meeting.</p>	<p>Robin and Socorro to take the lead on CQI plan with input and support from committee members.</p> <p>Robin to provide self-evaluation tool for next meeting.</p>	<p>Robin and Socorro</p>	<p>Ongoing</p>

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<b>Referrals</b> Process for EIS Specialty Care Approval	Need to clarify process. Some discussion took place re criteria for HIV related condition. Most conditions are either directly or indirectly related to HIV.	Robin and Eliko to discuss process and request assistance if needed.	Robin and Eliko	3/1/19
<b>Consumer Involvement Design, Implementation, and Evaluation of FEIS</b>	Need to increase consumer input. Discussed the possibility of inviting targeted consumers to CQI meeting in April that would be focused on consumer input.	Robin and Socorro to discuss and consult with Eliko and case managers.	Robin and Socorro	2/20/19

**Date Minutes Accepted:** 2-20-19

**NEXT MEETING: Feb 20, 2019 from 1:30-3:00 PM; 1080 Emeline HSA Admin Conference Room**