CQM COMMITTEE MEETING

March 26, 2025

Meeting started at 10:00am – ended at 11:00am

In Attendance:

Geremy Hurley	Kevin Cortez	Binila John
Anisha Pal	Angelica Hall	Erin Arreola
Susana Gonzalez	Azucena Talavera	Yajaira Rios
Kristopher Pre	Carolyn Chavez	Sophia Clemmons
Frances Ashley	Ronny Soy	Heidi Foreman-Toney
Marcos	Sandra Najuna	Victor Hernandez
Gwen Taylor		

Agenda:

1. Attendance:
   a. G. Hurley took attendance
2. Office of HIV Updates
   a. Brief overview of staff changes within the office. K. Cortez introduced himself to the committee as the new RWPB Coordinator for the Office of HIV.
   b. G. Hurley informed subrecipients about the updates to the current focus areas of CQM.
      i. Increasing Community Engagement – G. Hurley has been attending community events and talking with community members about RWPB and the program. Working on putting together a survey to drop off at local spots for consumers and clients to provide feedback.
      ii. Improving retention in care through innovative feedback mechanisms – Working on setting up a framework to collect client feedback from sub-recipients to improve retention in care.
      iii. Addressing subrecipient involvement challenges – Working to identify barriers to sub-recipient involvement and engagement. Focusing on clearer expectations, better communication, and potential TA needs.

      c.   G. Hurley informed subrecipients about the OoH ongoing discussions with the Larson Institute regarding implementing focus groups and town halls.

      d.   Grant Year status charts are updated on the website through 03/03/2025.

3.   Quality Improvement Projects

      a.   Project Selection and Updates: Each subrecipient should select a measurable Quality Improvement Project (QIP) and be prepared to update the group on its progress next meeting.

          i.   ACCEPT presented their project on Increasing client engagement and Implementing client satisfaction surveys.

      b.   G. Hurley advised the sub-recipients to use iterative PDSA cycles for their projects so that if they see wins, they can continue the larger project. If they see decreases in what they are doing, they can pivot and look to something else that way they are not working on something that will bear no fruit in the long run.

      c.   K. Cortez will provide an AIM Statement worksheet.

4.   Quality Improvement Planning

      a.   Data Quality and Reporting

      b.   Make sure that data that we are putting into CAREWare is accurate and correct the first time.

      c.   We will be looking at doing SWOT analysis and Organizational assessments in 2025 for each sub recipient and the Office of HIV.

      d.   Continually evaluate and adjust as needed.

      e.   Make sure that we are collaborating and communicating between all sub recipients and between all Ryan White Parts.

      f.   Use TargetHIV for Videos and training, it is a great resource for information to help our programs.

5.   Report requests

      a.   None currently.

6.   Quick Wins & Small Changes for QI

      a.   Improvements have been made in referral times from AHN: 14-days and under are up from 48.30% to 79% and 2-days and under are up from 53.50% to 55%. Awesome job AHN!!

b. There is a new TA request form for sub-recipients that G. hurley will share with all sub-recipients once the form is approved.

7. How do we get PLWHA involved?

   a. G. Hurley has been in the community at events talking with community members trying to get involvement on the CQM Committee. Feedback is still centered around incentives and the times of the meetings. G. Hurley stated that meeting times and days can be adjusted to meet the needs of committee members if needed.

   b. Agency and sub recipient recruitment is a constant activity

   c. Opportunities for involvement – G. hurley requested if anyone has any events going on in the community that they forward them to him so that he could pop in and be present at them if he can make it. He also stated that he could share the events across the community to try and get more involvement if needed.

8. Emerging Issues

   a. Subrecipient Concerns – None currently.

   b. Data submission challenges – None currently.

   c. G. Hurley advised sub-recipients to remind clients/consumers to get labs done at minimum once a year but preferably twice a year.

   d. G. Hurley went over the overall Viral Suppression data for CY 2024 with the sub-recipients, which includes some data that needs to be removed due to inaccuracies. With that data, the current Viral suppression rate for CY 2024 is 85.31%.

   e. G. Hurley advised subrecipients to get to know the HRSA performance measures and provided them with the HRSA website for reference.

9. Education and Training

   a. G. Hurley asked the subrecipients if they had any preferred trainings that they would like to see.

   b. Upcoming trainings:

      i.   Data Collection and Best Practices for Ryan White Part B and ADAP

      ii.   Client Retention and Engagement in Ryan White Part B and ADAP

      iii.   Implementation Plan training

   c.   G. Hurley advised the subrecipients that the TargetHIV website is back up now and that they should be going on there and using the resources on that website for training. He advised them that it is a good resource for their new hires also.

10. Feedback and Collaboration

   a.   G. Hurley asked all the sub recipients to read the CQM plan and provide all feedback that they could as the grant year is ending and the CQM Plan will need to be reevaluated, and a new version will need to be reapproved.

   b.   Deadline to submit feedback on the CQM Plan is 05/30/2025.

11. Any success stories?

   a.   None currently.

12. Next Steps and Action Items

   a.   G. Hurley will distribute the meeting minutes

   b.   Make sure we are continuously communicating with one another

   c.   Make sure you are sending all feedback to CQM and RWPB so that any actionable steps can be taken to address any concerns or make any adjustments.

   d.   Soon, we will be looking into doing SWOT Analysis and Organizational Assessments for each sub recipient

   e.   G. Hurley sent out an email asking if we should move the CQM committee meetings back to quarterly and do 1 on 1's each month.

13. Next meetings –04/30/2025, 05/28/2025.