

**Houston EMA  
Manager's Report  
06-05-14**

**Updates from the Manager of the Office of Support**

- Per Council policy, the Manager prepared and submitted a FY 2015 Council Support Budget to the Operations Committee. The liaison for the Chief Elected Official (CEO) and the Administrative Agent concur with the proposed budget.
- Staff worked with the Harris County Auditor's Office to close all FY 2013 accounts.
- Staff worked with the media and Office of Support group email lists to advertise and prepared for the first of two 2014 Public Hearings. Staff also provided materials to assist all presenters at the May public hearing.
- Staff prepared the notebook of 2014 data for the Priority and Allocations Committee. In the past, each member of the committee has received a notebook. In an effort to conserve valuable resources, the Quality Assurance and Priority and Allocations Committee each get one notebook. As you can see from the attached table of contents, the committee notebooks include significant reports for the EMA, HRSA guidance and more. Staff takes the notebook to committee meetings and can promptly refer to and provide important information when needed.
- In 2010, Diane Beck created a mini version of the Blue Book for HIV positive inmates in the Harris County Jail. The purpose of the pocket size booklets is to link recently released individuals with medical care and medication once they are released. The booklets include a place to list current medication, viral load and CD4/T-cell count, a list of emergency homeless services, information on mental health counseling, substance abuse and transportation services, Hepatitis and two pages for each Ryan White funded medical facility including a map, bus routes to the facility and a place to write an appointment date, time, contact name and telephone number. The client's name is not included in the booklet in case it is lost or stolen. The Texas Department of Criminal Justice approached the Office of Support in 2011 and asked if Office of Support staff could create similar booklets for the different regions in Texas. In exchange for our staff time, the Texas Department of State Health Services (DSHS) underwrites the cost of printing the mini Blue Books for all Texas State prisons and the Harris County Jail. Thanks to ongoing financial support from DSHS, staff from the Office of Support was able to deliver 2,000 mini Blue Books to the Harris County jail last week. The discharge planners practically danced on their desks they were so happy to receive the updated booklets.
- The Manager presented information on Local Key Issues and Resources to the Black Treatment AIDS Network (BTAN).
- The Chief of the Bureau of HIV/STD and Viral Hepatitis Prevention for the City Health Department asked the Manager of the Office of Support to meet with the new Public Health Investigator Manager for the City Health Department to orient her to the Ryan White Program. The meeting was very successful and again demonstrated the ongoing, collaborative relationship between the Harris County Ryan White Program and the Houston Department of Health and Human Services.

**Council Updates**

- The Project LEAP students observed the May Quality Assurance Committee meeting at which the Committee reviewed and approved the How To Best Meet the Need workgroup recommendations for the FY 2015 Ryan White Service Definitions.
- The Affected Community Committee worked with the Quality Assurance Committee to host a televised public hearing at which the recommendations from the FY 2015 How To Best

Meet the Need process were presented. The Health Planner for the Office of Support opened the Public Hearing by providing highlights from the 2014 Joint Epidemiological Supplement.

- The Affected Community Committee met at a primary care site in May and received information about biomedical interventions as prevention.
- Since the final HRSA notice of grant award was received, staff from Ryan White Grant Administration and the Office of Support met with the Co-Chairs of the Priority and Allocations Committee to review the FY 2014 Allocations after the Increase Funding Scenario was applied. All concurred with the numbers.
- Since the FY 2014 Increase Funding Scenario accounted for an increase of up to \$1.2 million in Ryan White Part A and MAI funds, and since the Houston EMA received an increase of \$1.8 million, the Priority and Allocations Committee met to allocate the remaining FY 2014 funds in the amount \$632,453. Before the Committee meet, the Chair of the Council and the Co-Chairs of the Priority and Allocations Committee prepared a list of questions regarding the Impact of the Affordable Care Act on the Ryan White Health Insurance Assistance Program. The Committee used the information included in the report from the Priority and Allocations Committee, along with their committee notebook, to allocate the balance of the funds so that their decisions could be as grounded as possible in expenditures and other data.
- At their May meeting, the Priority and Allocations Committee also drafted the FY 2015 service priorities. The committee will meet on June 9, 2014 to begin the FY 2015 allocations process. Once the committee has finalized their recommendations for FY 2015 allocations, the recommended service priorities and allocations will be presented at a public hearing on June 30, 2014. The committee will meet again the following day to review public comments and decide if they wish to revise the priorities and/or allocations before they are forwarded to the Steering Committee and Council for final approval in July.
- The Operations Committee requested that the County Attorney review Council voting procedures to make sure that they are still in compliance with the Open Meetings Act.
- The Operations Committee also made revisions to the Petty Cash Policy regarding maximum caps on petty cash eligibility.

### **Budgets & Contracts**

- The FY 2014 Council Support budget is \$423,476.00. Year-to-date expenditures as of 05/23/14 are \$73,026.36.

2014 Priority and Allocations Committee Notebook

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(as of 05-15-14)

TRG = The Resource Group

DSHS = Department of State Health Services

**INSIDE COVER & ATTACHMENTS:**

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Meeting Agenda (04-03-14))

List of FY 2015 How To Best Meet the Need Work Groups (04-07-14)

List of Committee Member Conflict(s) of Interest (05-09-14)

Houston EMA Conflict of Interest Policy

**TAB 1: WORK TOOLS** (date of publication)

List of FY 2013 Houston Ryan White Part A & B & State Services funded services (03-27-13)

HRSA: List of Core Services and Service Definitions (08-14-09)

FY 2015 Proposed Collective Priority Scores from the Priority & Allocations Committee (to be added 05-14)

FY 2015 Houston EMA Priority-Setting Process (Council approved 03-13-14)

FY 2015 Houston EMA Principles and Criteria (Council approved 03-13-14)

FY 2015 Philosophy for Allocations (add 06-14)

2014 Policy for Addressing Unobligated and Carryover Funds (Council approved 03-13-14)

FY 2014 Houston Part A & B & State Services Allocations with Justification (approved by Council 07-13)

FY 2014 Actual Houston Part A & B & State Services Allocations (04-29-14)

FY 2014 Houston Part A & B & State Services Increase and Decrease Scenarios (07-13)

**TAB 2: RECOMMENDATIONS** (date of publication)

FY 2014 Financial Eligibility Check (approved 06-12)

FY 2015 "How to Best Meet the Need" Recommendations (add 04-23-14)

FY 2015 Houston Part A & B & State Services Service Definitions (04-23-14)

FY 2015 Proposed Council Support Budget (05-13-14)

Public Comment (add after 05-27-14 Public Hearing)

Other Public Comment

Public Comment (add after 06-30-14 Public Hearing)

Other Public Comment

**TAB 3: 2012 Houston Area Comprehensive HIV Prevention & Care Services Plan**

**TAB 4: HRSA/GOVERNMENT POLICIES** (date of publication. See How To Best Meet The Need Workgroup packets for additional service related information)

2014 Federal Poverty Guidelines

Clarifications Re: Use of Ryan White Funds for Premium & Cost-Sharing Assistance for Medicaid (12-13-13)

Clarifications Re: Medicaid Eligible Clients and the Ryan White Program (12-13-13)

HRSA Letter re: Navigator/Outreach/Benefits Enrollment (03-13)

Fact Sheet: Navigator Program and Affordable Care Act (03-13)

CDC Guidance: PrEP (01-28-11)

CDC Fact Sheet: PrEP (02-11)

DSHS Fact Sheet: Texas HIV Medication Program (04-11)

DSHS Fact Sheet: Texas HIV Prevention Works (04-11)

Annals of Emergency Medicine: ED's Reluctant to Grow Routine Testing Programs (04-11)

HRSA Policy: Pre-Existing Condition Insurance Plan (03-15-11)

HRSA Policy: Strategy of Linking Unaware to Care (02-18-10)

HRSA Policy: PrEP (12-02-10)

HRSA Policy: Housing (05-07-10)

HRSA Policy: The Use of Consumers to Reduce Unmet Need (02-18-10)

HRSA Policy: Medicare Part D (12-05)

HRSA Policy: Veterans (08-04)

See the Office of Support for copies of the following 2000-2003 HRSA documents:

- HRSA Policy: Unmet Need (01-03)
- HRSA CARE ACTION: Mitigating Health Disparities (01-03)

## 2014 Priority and Allocations Committee Notebook

- HRSA CARE ACTION: Oral Health and HIV Disease (04-02)
- HRSA Policy: Capacity Development (05-02)
- HRSA CARE ACTION: Outreach (06-02)
- HRSA Policy: Outreach Services (11-01)
- HRSA Policy: Social Support and Primary Care for Incarcerated Persons (04-01)
- HRSA Policy: Incarcerated Persons (04-01)
- HRSA Policy: ADAP-Amendment #1 (02-01)
- HRSA Policy: ADAP (07-00)
- HRSA Memo: Targeted Services (05-00)

### **TAB 5: HOUSTON SERVICE INFORMATION** (date of publication)

CPCDMS Data By Service Category including 2013 service utilization & average allocation per client. (04-14)  
FY 2015 Service Definition Justifications

Houston Ryan White Health Insurance Assistance Service Utilization Report (09-01-13 thru 02-28-14)

Houston Area AIDS Incidence & Prevalence & HIV Prevalence as of 12-31-12 (From FY 2014 Houston EMA HRSA Grant Application)

Demonstrated Need (from the FY 2014 Houston EMA HRSA Grant Application):

- Co-Morbidity, Poverty, Insurance Status & Medicaid Coverage
- Unmet Need Estimate
- Emerging Populations with Special Needs
- Co-Morbidity, Poverty, Insurance Status & Medicaid Coverage
- Unmet Need Estimate
- Emerging Populations with Special Needs

Early Identification of Individuals Living with HIV/AIDS (From FY 2014 Houston EMA HRSA Grant Application)

FY 2013 Houston EMA Ryan White Part A WICY Expenditure Report (Final Report to be added 04-14)  
Overview of HIV Screening in Houston (03-29-10)

### **TAB 6: SUMMARY OF SERVICE DATA (1998-2013)**

### **TAB 7: NON-RYAN WHITE HOUSTON AREA FUNDING SOURCES**

FY 2014 Houston Area Funding:

- Ryan White Part B, C-Urban and D
- Ryan White Part C- Rural
- Medicaid
- HOPWA Formula Awards

Houston EMA Maintenance of Effort Report Summary (Harris County Tax Revenue. From FY 2014 Houston EMA HRSA Grant Application)

### **TAB 8: HOUSTON SPECIAL STUDIES AND SUMMARY REPORTS** (date of publication)

2014 Houston Area HIV/AIDS Needs Assessment

Access to HIV Care Among Transgender People in Houston (03-13)

FY 2013 Mid-Year Outcomes Reports Highlights – Ryan White Grant Administration

2013 Chart Reviews (TRG – 03-11-14)

- Case Management
- Home & Community Based Services
- Hospice Services
- Mental Health Services
- Oral Health Care Services
- Outpatient Ambulatory Medical Care

FY 2012 Primary Care Chart Reviews (10-13)

FY 2012 Vision Care Chart Review (10-13)

Medical Nutritional Supplements & Therapy Provider Survey Results (03-12-12)

2010 United Way Community Assessment

Informational Barriers to Care (06-09)

FY 2006 Special Study: Access to Care Among HIV+ Youth (05-06)

FY 2006 Special Study: Access to Care Among HIV+ Latino Immigrants (11-06)