

**Ryan White Planning Council of the Dallas Area**  
Office of Support

Memorandum

To: Members, Evaluation Committee  
Interested Parties

From: RWPC Office of Support

Date: February 21, 2020

Re: Meeting Announcement

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Please note that there will be an:

**Evaluation Committee Meeting – Tuesday, February 25, 2020 at 3:00 p.m.**  
2377 N. Stemmons Freeway, Hickman Conference Room, Second Floor  
Dallas County Health and Human Services Building  
Dallas, Texas 75207

Attached, please find the meeting packet for your review.

If you are unable to attend this meeting, please notify the RWPC Office of Support at (214) 819-1840 on or before Monday, February 24, 2020. Otherwise, we look forward to seeing you at the next meeting.

cc: Philip Huang, MD, MPH, Director  
Dallas County Judge's Office  
Sonya M. Hughes, Assistant Director  
Vacant, Grants Management Officer  
Vacant, Grants Manager  
Glenda Blackmon-Johnson, RWPC Manager  
Oscar Salinas, Quality Assurance Administrator  
Angi Jones, Quality Assurance Advisor  
Vacant, Health Advisor  
Carla Jackson, Program Monitor  
Wanda Scott, Program Monitor  
Justin Henry, RWPC Planner  
Annie Sawyer-Williams, RWPC Coordinator  
Building Security

# EVALUATION COMMITTEE

*The Evaluation Committee ensures that service categories set out are being met and that conflict of interest standards are upheld; Conduct an annual evaluation of the effectiveness of the Administrative Agency and the Ryan White Planning Council and provide that evaluation to the CEO and Dallas County Commissioners Court; Evaluate the effectiveness of services, categorically and system-wide.*

## AGENDA

Tuesday, February 25, 2020

- |       |   |                            |
|-------|---|----------------------------|
| I.    | Call to Order   | Pamela Green or Del Wilson |
| II.   | Certification of Quorum   | Pamela Green or Del Wilson |
| III.  | <b>Approval of October 22, 2019 Minutes</b>   | <b>Action Item</b>         |
| IV.   | Office of Support Report  | Discussion Item            |
|       | • RWPC Membership Representation and Reflectiveness                                       |                            |
| V.    | Review the Evaluation of the Administrative Mechanism Tool                                | Discussion Item            |
| VI.   | Evaluate the Standards for Care and Service Delivery Guidelines ( <i>Develop a Tool</i> ) | Discussion Item            |
| VII.  | Excerpts from the RWPC Leadership/Committee Member Training                               | Discussion Item            |
| VIII. | New Business  |                            |
| IX.   | Adjournment   | Pamela Green or Del Wilson |

### NEXT SCHEDULED MEETING

Tuesday, March 24, 2020 3:00 PM  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207

EVALUATION COMMITTEE October 22, 2019 Minutes		
<b>Charge:</b> Evaluates whether sub recipient services coincide with set service priorities, and evaluates the performance of the Administrative Agency and the Planning Council according to the goals of the Council.		
<b>MEMBERS PRESENT</b>		
Gary Benecke Darius Ahmadi, Chair Helen E. Turner, CCC Liaison	Del Wilson, Vice Chair Pamela J. Green	Louise Weston-Ferrill Leonardo Zea
<b>MEMBERS ABSENT</b>		
Jonathan Thorne	LaShaun Shaw	Louvenia Freeman
<b>RWPC STAFF PRESENT</b>		
Annie Sawyer-Williams, RWPC Coordinator	Justin M. Henry, Health Planner	
<b>GRANTS MANAGEMENT STAFF PRESENT</b>		
Oscar Salinas MD, CQM Suervisor		
<b>OTHERS PRESENT</b>		

- I. **Call to Order:** Darius Ahmadi, Evaluation Committee Chair, called the meeting to order at 3:10 p.m.
- II. **Certification of Quorum:** Quorum was established by Justin M. Henry, Ryan White Planning Council (RWPC) Planner, and certified by Darius Ahmadi.
- III. **Introductions and Announcements:**
  - a. Helen Turner announced the Consumer Council Committee hosted the Trauma Informed Care forum on October 31<sup>st</sup> at Meadows Conference Center from 2 p.m. - 4 p.m. She welcomed everyone to attend.
- IV. **Approval of August 29, 2019 Minutes:** *Gary Benecke motioned to approve the August 29, 2019 minutes. Helen E. Turner seconded the motion. The motion passed with one abstention.*
- V. **Office of Support Report (RWPC Membership Representation and Reflectiveness/Updated Work Plans):**
  - a. Justin M. Henry reported on the membership reflectiveness; the RWPC has filled a mandated seat for Part B and Helen Zimba was recently appointed to the RWPC.
  - b. The Office of Support is in the process of reviewing and revising new work plans for the RWPC subcommittees.
  - c. The Needs Assessment committee has been involve in collecting data from community resources to gather the qualitative data requirement for the needs assessment process such as hosting focus groups and key informants interviews. The committee had a brief discussion regarding reaching the transgender population.
- VI. **Administrative Mechanism Response (Recommendations to the AA from the FY 2018 EAM):** The committee discussed non-receipt of the response from the AA regarding the recommendations from the FY2018 Evaluation of the Administrative Mechanism.

**Motion:** *Gary Benecke motioned to submit a formal request to the Administrative Agency to receive the response to the recommendations submitted for the Evaluation of the Administrative Mechanism. Pamela Green seconded the motion. The motion passed unanimously.*

**VII. Cost Effectiveness Evaluation:** The committee had a brief discussion regarding the cost effectiveness Evaluation and suggested seeking a consultant to help with the process.

**VIII. Dallas County Data Quality Project:** Oscar Salinas presented on the Data Quality Project.

- **Goal of Data-** Determine the consumer's records are unique and consistent across all reporting platforms utilized by the agency.
- **Data Owner-** Identify the person(s) assigned to input and who is assigned to compile the data from the different service categories. (data entry, data analyst and/or staff providing the services etc.)
- **Data Entry-** What platform or template is used on each service category, to collect, prepare, input, and process the data. Is the data exported into ARIES directly or any other platform or spread sheet before creating the output/report to the AA?
- **Impact on the process-** Order of the data entry based on service category. (flowchart of the process)
- **Data Rules-** Determine if there is any rule that exclude or include the data input into ARIES or a different data platform utilized on each service category.

**Assessment: The assessment process will follow different dimensions**

- **Uniqueness-** The quality of being the only one of its kind (no duplication)
- **Accuracy-** The quality or state of being correct or precise. (sensitivity and specificity lead to accuracy)
- **Completeness-** The state or condition of having all the necessary or appropriate parts. (Compare with the standards of care)
- **Consistency-** The achievement of a level of performance that does not vary greatly in quality over time. (The application of the flow chart happens on each client?)
- **Timeliness-** The fact or quality of being done or occurring at a favorable or useful time. (determine how long it takes from the data collection, input, output, and interpretation)

**Coming next:**

- **Analysis-** During this process we are looking for the cause(s) and its effect during the process.
- **Improvement-** Utilize an improvement methodology based on findings.
- **Implementation-** TBA
- **Control-** TBA

Three steps (after Analysis) will be described later in the process, since they will be modified based on findings and it will probably vary by service category and by agency.

**IX. New Business:** The committee had a discussion regarding the Evaluation Committee members having a potential conflict with voting on the Standards of Care. Mr. Henry gave an overview of conflict of interest from the RWPC Primer. The committee members expressed concerns as to how the SOC process was taken from the evaluation committee, how the process was handled when the SOC was assigned to the P&P Committee, and understanding conflict of interest outside of the priority setting and resources allocations process. After a lengthy discussion members expressed it is not satisfactory for members to be told they have a conflict of interest; and there needs to be a parliamentarian.

**Motion:** *Pamela Green motioned for the Evaluation Committee to draft a letter to forward to the Executive Committee to review Conflict of Interest and to give the SOC process back to the Evaluation Committee. Helen E. Turner seconded the motion. The motion passed unanimously.*

X. **Adjournment:** *Gary Benecke motioned to adjourn. Pamela Green seconded the motion. The motion passed unanimously.*

The meeting was adjourned at 4:52 p.m.

*Submitted by:*

\_\_\_\_\_  
Annie Sawyer-Williams, RWPC Coordinator

\_\_\_\_\_  
Date

*Draft Certified by:*

\_\_\_\_\_  
Justin M. Henry, RWPC Health Planner

\_\_\_\_\_  
Date

*Final Approval by:*

\_\_\_\_\_  
**Darius Ahmadi, Chairperson or  
Del Wilson, Vice-Chairperson**

\_\_\_\_\_  
**Date**

NEXT SCHEDULED MEETING  
Tuesday, November 26, 2019 3:00 PM  
Hickman Conference Room, 2<sup>nd</sup> floor  
Dallas County Health and Human Services Building  
2377 N. Stemmons Freeway, Dallas, TX 75207