

New Jersey HIV Planning Group Data and Research Committee Meeting Agenda

Wednesday, October 23rd, 2024
Electronic Meeting via ZOOM Video Conference

Angela Petrone
Co-Chair

Rosie Ruiz
Co-Chair

The Data and Research Committee takes the lead in requesting data from the State and then analyzing and understanding the data received. The Committee is a resource for all other committees and their data needs.

| *Please note all times are approximate | | |
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| 10:00 am | Welcome & Moment of Silence | Angela Petrone |
| 10:05 am | Establishment of Agenda & Approval Meeting Minutes | Rosie Ruiz |
| 10:10 am | Introductions <i>Name & Expertise/Type of Work</i> | Angela Petrone |
| 10:20 am | September Evaluation & NJHPG Overview | HCPST |
| 10:30 am | New Business <ul style="list-style-type: none"> • System Activity 3.5 Education Didactic • Draft System Activity 3.5 | Angela Petrone & Rosie Ruiz |
| 11:30 am | Data Request Volunteers | HCPST |
| 11:45 am | Data and Research Committee Agenda Next Meeting: November 27, 2024 | Rosie Ruiz |
| 11:50 am | Announcements | Angela Petrone |
| 11:55 am | Meeting Evaluation | HCPST |
| 12:00 pm | Adjournment* | Rosie Ruiz |

HCPST – HIV Community Planning Support Team

Members of Committee (Quorum: 4): Angela Petrone, Debbie Mohammed, Jess Diaz, Rosie Ruiz, Steve Dunagan & Tameka Allen

Reminder: Please raise your hand or use the chat box to contribute to the conversation.



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New Jersey HIV Planning Group
Data and Research Committee Meeting Minutes
Wednesday, September 25th, 2024
Electronic Meeting via ZOOM Video Conference

| ATTENDANCE | | | |
|---|----------|-----------------|----------|
| NJHPG Member | | | |
| Angela Petrone | P | John Nelson | P |
| Rosie Ruiz | P | Shalik Thompson | P |
| Michelle Harvey | A | | |
| | | | |
| Committee Member | | | |
| Debbie Mohammed | P | Jessica Diaz | P |
| Steven Dunagan | P | | |
| | | | |
| Non-voting Attendees | | | |
| Alex Flores, Ayo, Emmanuel Gamarra, Holden Baranowski, James Valentin, Karyn Berk, Mark Brown, Rekha Damaraju, Shwetha Kamath | | | |
| HIV Community Planning Support Team | | | |
| Dottie Rains-Dowdell | P | Taylor Lightner | P |
| Selena Aponte | P | | |

P- Present; A- Absent; LoA – Leave of absence



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| AGENDA | |
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| Item | Discussion |
| Welcome and Moment of Silence | Angela Petrone welcomed attendees and began the meeting at 10:06am followed by a moment of silence to honor those lost to HIV and those still fighting the virus. |
| Approval of Agenda & Meeting Minutes | <p>Rosie Ruiz reviewed the meeting Agenda. John Nelson motioned to approve the Agenda, seconded by Steve Dunagan. The Agenda was voted on and approved.</p> <p>The Support Team reviewed the August Meeting Minutes. Angela Petrone motioned to approve the Meeting Minutes, seconded by Jess Diaz. The Meeting Minutes were voted on and approved.</p> |
| Introductions | Angela Petrone asked attendees to introduce themselves and share their expertise/area of work. |
| August Evaluation Review | <p>The Support Team reviewed the August Meeting Evaluation with attendees. There were 6 people who responded to the evaluation; 3 Committee Members, 3 NJHPG Members, 0 State Representatives & 0 guests.</p> <ol style="list-style-type: none"> 1. I felt prepared to participate in the meeting: <ul style="list-style-type: none"> • 100% agreed 2. I felt the meeting moved the Committee closer to the goal of providing recommendations to the New Jersey Department of Health: <ul style="list-style-type: none"> • 100% agreed 3. I will attend future meetings: <ul style="list-style-type: none"> • 100% agreed 4. What questions do you have for DHSTS? <ul style="list-style-type: none"> • N/A |



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| | <ul style="list-style-type: none"> • None at this time <p>5. What additional topics would you like discussed or featured at future Data and Research meetings?</p> <ul style="list-style-type: none"> • N/A <p>6. Final Comments, Questions, Concerns</p> <ul style="list-style-type: none"> • Great meeting |
| NJHPG Overview | <p>The Support Team next presented the NJHPG Overview PowerPoint. This presentation covered the Purpose of NJHPG, the 5 Priority Populations, and the Goal of the Data and Research Committee. They also highlighted the Cycle 3 Work Plan and narrowed in on what the Committee was going to be working on today (finalizing System Activity 3.3)</p> |
| Old Business | <p>Angela Petrone transitioned the Committee to Old Business. The first agenda item in this section was to review information John Nelson and Angela Petrone gathered after the last meeting.</p> <p>John Nelson started by speaking about an HIV/STI Data Integration Toolkit and Manual that can be found on TargetHIV.</p> <p>He also spoke about HRSA RWHAP Part F Special Projects of National Significance (SPNS) HIV-Sexually Transmitted Infection Data Linkages project. The purpose of this project is to provide TA to jurisdictions in communities and states that improve HIV and STI data linkage and coordination to improve data utility for people with HIV among RWHAP. From this, a Needs Assessment tool was developed.</p> <p>To wrap up, John Nelson also shared that a possible recommendation could be to have DHSTS request</p> |



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TA from NASTAD.

Angela Petrone next presented key results from a Data Migration Survey sent by DHSTS. They specifically looked to see which agencies use EMRs that are already compatible for migration to CAREWare. Most agencies use Epic or do not use an EMR at all. About 70% have internal IT Support, but the rest have external IT or none which could be a barrier.

Angela Petrone next shared a few slides with information from a CAREWare Training Survey. This survey was sent to Ryan White Part B subrecipients and only 8 agencies responded. Most agencies preferred hybrid training and wanted reports covered in the training.

The Committee then finalized their recommendations for System Activity 3.3. The finalized recommendations are listed below.

System Activity 3.3 – Enhance the quality, accessibility, sharing, and uses of data, including HIV prevention and care continuum data and social determinants of health data. (NHAS 4.3)

Action Steps:

1. Recommend and provide support for providers to complete training on ways migrate data from electronic medical record systems to a required database to eliminate double data entry.

Stakeholders Involved/Needed:

- o DOH, Providers/Laboratories, Data Staff, IT Departments/Developers, Government Funded/Non-Funded Agencies

Is this task **measurable**? Yes No



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| | <p><i>Deliverables;</i></p> <ul style="list-style-type: none"> • CBA request to do a needs assessment of NJ Stakeholders to identify the training needs of agencies. • SPNS Assessment – Identify available funding/toolkits • Develop a method to track which agencies are completing the data migration training and the EMR they use. <p><i>Due by; 4/1/25</i></p> <p>2. Recommend that DOH collaborates with outside stakeholders to develop routine training for all databases that are currently required to use.</p> <p><i>Stakeholders Involved/Needed:</i></p> <ul style="list-style-type: none"> ◦ DOH, Providers/Laboratories, Data Staff, IT Departments/Developers, Government Funded/Non-Funded Agencies, AETC (TACD) <p>Is this task measurable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Deliverables;</i></p> <ul style="list-style-type: none"> • Recommend routine training as part of onboarding for all new hires by making part of the RFA. • Request TA from NASTAD to help with statewide HIV-related data integration. • Collaborate with AETC to develop a regular training schedule. • Incorporate discussions about needs/challenges and discuss the effectiveness of the data training at the quarterly meetings. <p><i>Due by; 6/30/25</i></p> <p>3. Recommend that programs staff a data quality assurance employee.</p> |
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| | <p><i>Stakeholders Involved/Needed:</i></p> <ul style="list-style-type: none"> ○ DOH, Providers/Laboratories, Data Staff, IT Departments/Developers, Government Funded/Non-Funded Agencies <p>Is this task measurable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Deliverables;</i></p> <ul style="list-style-type: none"> • Recommend that programs staff or education/train an employee (<i>someone already on the staff</i>) on quality assurance to RFAs. <ul style="list-style-type: none"> • Grant funders, if possible, could incorporate a data QA employee into the grant to pay their salary. • Recommend that the DOH staffs a regional data QA employee. • Work with CQII to assist with training data quality assurance employees. • Conduct a survey to identify agencies that currently have a data QA employee on their staff. <p><i>Due by; 6/30/25</i></p> |
| <p>2025 Co-Chair Voting</p> | <p>The following individuals were voted in for Data & Research Co-Chair:</p> <ul style="list-style-type: none"> • Angela Petrone • Jessica Diaz |
| <p>Announcements</p> | <p>Angela Petrone transitioned to ask the attendees if there are any new announcements.</p> <p>Rosie Ruiz shared that Hyacinth is having a few events in the upcoming months, so she will share flyers with the Support Team.</p> <p>Shalik Thompson shared that he works at Zufall</p> |



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| | Health and if any agencies in central/north Jersey would like to collaborate for events or awareness days, he will drop his email in the chat. |
| Data and Research Committee Agenda Next Meeting: October 23rd, 2024 | The next meeting will be on October 23rd from 10am to 12pm. HCPST shared the meeting agenda for this meeting. |
| Meeting Evaluation | HCPST shared meeting evaluation link for attendees to complete. |
| Adjournment | Rosie Ruiz adjourned the meeting at 11:56 am. Motioned by Angela Petrone, seconded by Jess Diaz. |

Meeting Documents

- Draft Data and Research Meeting Minutes_8.28.24..pdf
- NJHPG Data and Research Committee Agenda_9.25.24.pdf
- System 3.3 Draft Recommendations
- System 3.3 Presentation



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