

New Jersey HIV Planning Group
Data and Research Committee Meeting
Agenda

Wednesday, December 18th 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		
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	November Evaluation & NJHPG Overview	HCPST
10:30 am	Old Business <ul style="list-style-type: none"> • Finalize System 3.5 	Angela Petrone & Rosie Ruiz
11:45 am	Data and Research Committee Agenda Next Meeting: January 29th, 2025	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: 3): Angela Petrone, John Nelson, Jess Diaz, Rosie Ruiz, & Steve Dunagan

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, November 27th, 2024
 Electronic Meeting via ZOOM Video Conference

ATTENDANCE			
NJHPG Member			
Angela Petrone	P	Jaivon Lewis	P
Rosie Ruiz	P	John Nelson	P
Committee Member			
Debbie Mohammed	A	Jessica Diaz	P
Steven Dunagan	P		
Non-voting Attendees			
Heidi Haiken, James Valentin, Karyn Berk, Rekha Damaraju			
HIV Community Planning Support Team			
Dottie Rains-Dowdell	P	Taylor Lightner	P
Selena Aponte	A		

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



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AGENDA	
Item	Discussion
Welcome and Moment of Silence	Angela Petrone welcomed attendees and began the meeting at 10:01am 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 Jess Diaz. The Agenda was voted on and approved.</p> <p>The Support Team reviewed the October Meeting Minutes. Angela Petrone motioned to approve the Meeting Minutes, seconded by John Nelson. The Meeting Minutes were voted on and approved.</p>
Introductions	Angela Petrone asked attendees to introduce themselves and share their expertise/area of work.
October Evaluation Review	<p>The Support Team reviewed the September Meeting Evaluation with attendees. There were 5 people who responded to the evaluation; 2 Committee Members, 1 NJHPG Members, 1 State Representative & 1 guest.</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. What questions do you have for DHSTS? <ul style="list-style-type: none"> • None at this time 3. Final Comments, Questions, or Concerns <ul style="list-style-type: none"> • Love the progression of the conversations
NJHPG Overview	The Support Team next presented the NJHPG Overview PowerPoint. This presentation covered the Purpose of NJHPG, the 5 Priority Populations, and



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	<p>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 (drafting System Activity 3.5)</p>
<p>Old Business</p>	<p>Angela Petrone transitioned the Committee to Old Business to continue drafting System Activity 3.5. The drafted recommendations are listed below.</p> <p>System Activity 3.5 – Improve mechanisms to measure, monitor, evaluate, and use the information to report progress and course correct as needed in order to achieve the strategy’s goals. (NHAS 4.5)</p> <p>1. Task the newly integrated DOH data team with implementing quarterly meetings to identify trends in the collected data and develop new performance measures/data collection requests.</p> <p><i>Stakeholders Involved/Needed:</i></p> <ul style="list-style-type: none"> • DHSTS, DOH Data Team <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"> • DOH data team will schedule quarterly meetings with HIV prevention, care and treatment stakeholders to identify trends in the current performance measures data documented in the progress reports from all DHSTS funded and non-funded agencies. (geographical trends/clusters/surveillance data, newly diagnosed, demographic trends, clients in care, clients out of care, program data etc.) • Based on identified trends, the program leads, along with the data team will discuss potential



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interventions that can be put in place to address the trends.

- This information will be presented at one of the quarterly NJHPG General Assembly Meetings.
- Translate data and disseminate in a way that is useful for agency and community stakeholders.

Due by; 10/31/2025

2. Develop and disseminate an annual survey to funded and non-funded agencies to collect information on data systems and data collection.

Stakeholders Involved/Needed:

- DHSTS, Funded Agencies

Is this task **measurable**? Yes No

Deliverables;

- The annual survey should include the following questions;
 - What funding does your agency receive?
 - What HIV-related services does your agency provide?
 - What data system does your agency currently use?
 - What data is collected?
 - How does your agency utilize the collected data?
 - What are barriers in data collection? Are there any limitations with your current data system?
- The survey should also assess the needs for a course to understand data.
- Disseminate the results of the survey at a future NJHPG General Assembly Meeting.
- Use the collected information to



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	<p>identify barriers/training needs and create an action plan to address the needs. <i>Due by; 10/31/2025</i></p> <p>3. Recommend regional or programmatic MOAs be established between Ryan White Funded Agencies and Private Practices that offer HIV/STI services by making it part of RFAs. <i>Stakeholders Involved/Needed:</i></p> <ul style="list-style-type: none"> • DHSTS, Ryan White Funded Agencies, Private Practices <p>Is this task measurable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Deliverables;</i></p> <p><i>Due by;</i></p> <p>4. Standardize data systems so that all providers can utilize formatted reporting (also recommended in PS System 3.2). <i>Stakeholders Involved/Needed:</i></p> <ul style="list-style-type: none"> • DHSTS, Funded Agencies <p>Is this task measurable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Deliverables;</i></p> <ul style="list-style-type: none"> • Grant access to a centralized data system for all funded agencies. <p><i>Due by;</i></p>
<p>Announcements</p>	<p>Rosie Ruiz transitioned to ask the attendees if there are any new announcements.</p> <p>There were no new announcements at that time.</p>
<p>Data and Research Committee Agenda Next Meeting:</p>	<p>The next meeting will be on December 18th from 10am to 12pm. HCPST shared the meeting agenda for this meeting.</p>



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December 18th, 2024	
Meeting Evaluation	HCPST shared meeting evaluation link for attendees to complete.
Adjournment	Rosie Ruiz adjourned the meeting at 11:39 am. Motioned by John Nelson, seconded by Jaivon Lewis.
Meeting Documents	
<ul style="list-style-type: none"> • Draft Data and Research Meeting Minutes_10.23.24..pdf • NJHPG Data and Research Committee Agenda_11.27.24.pdf • Draft System 3.5 Recommendations 	



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