

New Jersey HIV Planning Group
Data and Research Committee Meeting
Agenda

Wednesday, September 25th, 2024
 Electronic Meeting via ZOOM Video Conference

Angela Brandle
 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 Brandle
10:05 am	Establishment of Agenda & Approval Meeting Minutes	Rosie Ruiz
10:10 am	Introductions <i>Name & Expertise/Type of Work</i>	Angela Brandle
10:20 am	August Evaluation & NJHPG Overview	HCPST
10:30 am	Old Business <ul style="list-style-type: none"> • System Activity 3.3 PowerPoint (15 minutes) • Finalize System Activity 3.3 	Angela Brandle & Rosie Ruiz
11:35 am	Data and Research Committee Agenda Next Meeting: October 23, 2024 Next General Assembly on October 17 th from 1pm – 4pm	Rosie Ruiz
11:40 am	Co-Chair Voting	HCPST
11:50 am	Announcements	Angela Brandle
11:55 am	Meeting Evaluation	HCPST
12:00 pm	Adjournment*	Rosie Ruiz

HCPST – HIV Community Planning Support Team

Members of Committee (Quorum: 5): Angela Brandle, Debbie Mohammed, Jess Diaz, Michelle Harvey, Rosie Ruiz, Steve Dunagan & Tameka Allen



The NJHPG is maintained by the Divisions of HIV, STD, and TB Services (DHSTS) with support from the South Jersey AIDS Education and Training Center (AETC) – Jefferson Health.

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, August 28, 2024

Electronic Meeting via ZOOM Video Conference

ATTENDANCE

NJHPG Member

Angela Brandle	P	John Nelson	P
Rosie Ruiz	P	Monique Springer	P
Michelle Harvey	P		
Tameka Allen	P		

Committee Member

Debbie Mohammed	P		
Steven Dunagan	P		

Non-voting Attendees

Ayo, Barbara Teh, 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	
Item	Discussion
Welcome and Moment of Silence	Angela Brandle 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. Angela Brandle motioned to approve the Agenda, seconded by Steve Dunagan. The Agenda was voted on and approved.</p> <p>The Support Team reviewed the July Meeting Minutes. Steve Dunagan motioned to approve the Meeting Minutes, seconded by Michelle Harvey. The Meeting Minutes were voted on and approved.</p>
Introductions	Angela Brandle asked attendees to introduce themselves and share their expertise/area of work.
July Evaluation Review	<p>The Support Team reviewed the July Meeting Evaluation with attendees. There were 5 people who responded to the evaluation; 2 Committee Members, 1 NJHPG Members, 1 State Representative & 1 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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	<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 • Establishing a listing of LGBTQ friendly medical providers in the state of NJ- if it hasn't already been established already <p>6. Final Comments, Questions, Concerns</p> <ul style="list-style-type: none"> • N/A
<p>Old Business</p>	<p>Angela Brandle transitioned the Committee to Old Business to continue drafting the recommendations for System Activity 3.3. The drafted recommendations are listed below.</p> <p>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)</p> <p><u>Action Steps:</u></p> <p>1. Recommend and provide support for providers to complete training on ways migrate data from one electronic medical record system to another to eliminate double data entry.</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 <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"> • CBA request to do a needs assessment of NJ Stakeholders



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	<ul style="list-style-type: none"> • Create a survey to send to Agencies to find out what EMRs they currently use • SPNS Assessment – Identify available funding/toolkits • Request TA from NASTAD to help with the statewide HIV-related data integration <p><i>Due by;</i></p> <p>2. Recommend that DOH collaborates with AETC and other 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, Data Staff, IT Departments/Developers, <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. <p><i>Due by;</i></p> <p>3. Recommend that programs staff a data quality assurance employee.</p> <p><i>Stakeholders Involved/Needed:</i></p> <ul style="list-style-type: none"> ○ DOH, Providers, Data Staff, IT Departments/Developers, <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"> • <p><i>Due by;</i></p> <p>4. Increase communication between funders and grantees when it comes to individual client cases.</p> <p><i>Stakeholders Involved/Needed:</i></p> <ul style="list-style-type: none"> ○ DOH, Providers, Data Staff, IT Departments/Developers, <p>Is this task measurable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
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	<p style="text-align: center;"><i>Deliverables;</i></p> <p style="text-align: center;">•</p> <p style="text-align: center;"><i>Due by;</i></p> <p>The Support Team shared that the Committee will work on finalizing this recommendation at the next Committee meeting.</p> <p>In the meantime, Angela Brandle mentioned that she will pass the survey results along to the Support Team before the next meeting. This survey was sent to agencies to find out what EMR they use.</p> <p>John Nelson said that he will look into TA from NASTAD and toolkits that are available. He will also share this information with the Support Team.</p>
<p>Data Request Volunteers</p>	<p>Angela Brandle next transitioned the Committee to begin deciding who would like to volunteer to fulfill Data Requests in September.</p> <p>The Support Team briefly reviewed the process and shared the table which listed each of the Committees, their meeting times, and their assigned Activities. The Volunteers for the month of September are listed below.</p> <p>Integrated Planning Committee:</p> <ol style="list-style-type: none"> 1. Steve Dunagan 2. Monique Springer <p>Priority Setting Committee:</p> <ol style="list-style-type: none"> 1. Tameka Allen 2. Michelle Harvey <p>Community Engagement Committee:</p> <ol style="list-style-type: none"> 1. Rosie Ruiz 2. Barbara Teh <p><i>*Angela Brandle volunteered to be a back-up.</i></p>



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<p>2025 Co-Chair Nominations</p>	<p>The Support Team gave a brief overview of the roles/responsibilities of Co-Chairs before opening the floor for nominations.</p> <p>The following individuals were nominated for Data & Research Co-Chair:</p> <ul style="list-style-type: none"> • Angela Brandle • Rosie Ruiz • John Nelson • Jessica Diaz
<p>Announcements</p>	<p>Rosie Ruiz transitioned to ask the attendees if there are any new announcements.</p> <p>Tameka Allen shared that the Newark Department of Health will be participating in an outreach program on Clinton Ave. They will be providing HIV testing, PrEP counseling, and they will have a mental health provider there as well. This will occur every Thursday.</p> <p>John Nelson shared that CDC put out a toolkit for clinics who use the rapid syphilis tests. Steve Dunagan added that CDC shared that at home syphilis tests are also available.</p> <p>Rosie Ruiz shared that October is National Latinix HIV Awareness month in case any agencies are trying to plan any events.</p>
<p>Data and Research Committee Agenda Next Meeting: September 25, 2024</p>	<p>The next meeting will be on September 25th from 10am to 12pm. HCPST shared the meeting agenda for this meeting.</p>



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Meeting Evaluation	HCPST shared meeting evaluation link for attendees to complete.
Adjournment	Rosie Ruiz adjourned the meeting at 11:54 am. Motioned by Tameka Allen, seconded by Steve Dunagan.
Meeting Documents	
<ul style="list-style-type: none"> • Draft Data and Research Meeting Minutes_7.24.24.pdf • NJHPG Data and Research Committee Agenda_8.28.24.pdf • System 3.3 Draft Recommendations 	



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