



ALCOHOL & OTHER DRUG USE WORKGROUP

Tuesday, April 6, 2004

10:00 AM–12:00 PM

2 Lafayette Street, 11th Floor Conference Room

DRAFT MINUTES

Members Present: Guillermo Garcia-Goldwyn, Matt Hamilton, Edwin Santiago

Members Not-Present: Sallie Adams, Antoinetta Etienne, Leslie Glenn, Acquanitta Martin, Jose Quinones, Orlando Roman, Sharon Stancliff, Selma Torres, Terry Troia, Patricia Williams

Guests: Michelle Bacon, Michael Carden, Peter Quintero

OAPC/Planning Council Staff: Robert Shiau

I. WELCOME/INTRODUCTIONS

Robert Busan opened the meeting. Introductions were made. Edwin Santiago welcomed the new guests and thanked them for coming to the meeting.

II. REVIEW OF MINUTES

III. DATA DAY FOLLOW-UP - C.H.A.I.N.

PETER MESSERI & NATASHA DAVIS

IV. REVIEW AND CONSOLIDATION OF HARM REDUCTION SERVICE TEMPLATES

Mr. Busan asked Robert Shiau to review the draft consolidated templates for the workgroup. Mr. Shiau explained that the consolidation of the templates was a work process issue for the workgroup, it was not a change in the services that had been developed by the workgroup. He explained that the goal was to have the workgroup's service templates correlate to the actual funded service categories as recognized by the grantee and HRSA.

Mr. Shiau reviewed for the workgroup the questions that should be asked in reviewing and consolidating the templates. Those questions included:

1) Does the service element describe

V. PRESENTATION: PPG'S RISK TARGETING MODEL

Bill Stackhouse from the NYCDOHMH Prevention Planning Unit

VI. NEW BUSINESS

VII. ANNOUNCEMENTS

VIII. ADJOURNMENT

III. TIMELINE FOR YEAR 15 PLANNING

Mr. Shiau briefly reviewed the timeline for the remainder of the planning cycle. He pointed out the short time frame remaining for the planning process, with the workgroup's templates scheduled to be presented to the Planning & Evaluation Committee on May 14, leaving only 2 more regularly scheduled meetings of the workgroup to complete the planning process for the year.

IV. INCLUDING *UNMET NEED* INTO THE SERVICE TEMPLATES

Terri Smith-Caronia gave a brief overview of HRSA's definition of unmet need and discussed the need for all workgroups to address unmet need in their service templates. There was a discussion to clarify HRSA's unmet need definition and how would service providers be expected to track or address unmet need. There was much concern over how service providers would track unmet need as well as the impact of additional reporting requirements on all their clients. Mr. Shiau clarified that the determination of unmet need would be conducted by DOHMH and the AIDS Institute, the service providers did not have to manage that process. Rather, the service providers would have to implement a mechanism with which to address unmet need by assessing which of their clients were in primary care or not and then helping those clients not in primary care to engage in care.

V. REVIEW OF SERVICE TEMPLATES

The workgroup began looking more closely at the consolidation process of the service templates. There were questions raised about how exactly workgroup members were to look at the templates and what types of questions they should be asking in order to assess and consolidate the templates. It was agreed that Workgroup Coordinator Robert Shiau would email all workgroup members with the original text document of all the templates for comment and revision as well as a set of instructions on what questions to ask and how to go through the process. Comments and revisions would be sent back to Mr. Shiau before the next AOD meeting so he can incorporate them into a draft consolidated template for the workgroup's review.

V. ADJOURNMENT

The meeting was adjourned.