

Appendix III Major Achievements at Steering Committee Meetings

Summary of SPNS Cooperative Agreement Steering Committee Meeting

January 25-27, 1995
Savoy Suites Hotel
Washington, D.C.

The main activity of these meetings was the assignment of projects to one of five working groups as described below. Groups met for several hours throughout the three day meeting and then reported on their sessions as follows:

Capitated Care

- Group goals included: 1) developing common methodology for reporting common data; 2) sharing resources; and 3) sharing information.

Policy Advocacy

- Group goals included: 1) developing strategies for increasing access to care and knocking down barriers; 2) advocacy for systemic change; 3) getting lawyers, providers, and clients involved in advocacy; 4) developing cross-cluster approach in sharing of data; and 5) empowerment for individuals.

CBO Models

- Group goals included: 1) measuring services from the standpoint of drug users; 2) overcoming barriers to access and giving access to care; 3) challenging assumptions that treatment compliance is proper; 4) looking at tools for empowerment; and 5) keeping journals recording improvement.
- This group decided to request assistance from EDC for: 1) qualitative/ethnographic research; 2) putting data in usable forms; and 3) training on publications and dissemination.

Training

- Group goals included: 1) doing comprehensive needs assessments; 2) obtaining good demographic information; 3) evaluating what training methods are successful and what can be improved upon; 4) measuring effects of training; 5) developing common units of measure for all projects; and 6) sharing training resources.

Comprehensive Care

- Group goals included: 1) monitoring the flow and comparison of data; 2) sharing what is coming in and what has already been collected; and 3) making the flow of data over time very comprehensive.

Other activities of the Steering Committee included the following:

- Trudy Larson was elected chair of the Steering Committee.
- The Steering Committee decided that motions would be passed by a simple majority.

- A fax-in module system for evaluation and data collection was discussed and demonstrated.
- The development of common core data elements was discussed.
- An ad hoc committee was formed to discuss data sharing issues and publications.

Summary of SPNS Cooperative Agreement Steering Committee Meeting

March 22-24, 1995
Washington Hilton & Towers
Washington, D.C.

The main activities of these meetings included:

- Discussion of specific module development
- Developing guidelines for publication procedure
- Developing agendas and plans for future meetings

Specific Module Development

- Module 1 was accepted as the core module with each item discussed and appropriate changes made.
- It was decided that projects with training components will adopt modules 3, 53, and 56 as core data modules.
- It was decided that Module 2 would be discussed and approved via conference calls.
- The committee approved using four letter blocks and ten number blocks for a unique identifier code with projects developing their own codes confidentially.
- Work Groups met individually and participated in lengthy discussions of specific modules.

Publication Policy

- It was decided that the ad hoc committee would be dissolved in favor of full Steering Committee involvement in this issue.
- The following three types of publications and concomitant policies were discussed:
 - ⇒ Type I – Use of your own data does not require any approval.
 - ⇒ Type II – When two or more projects get together and arrange to put their data together it does not require general approval.
 - ⇒ Type III – Utilization of national core data set for publication.
- The committee accepted policies concerning Types I & II as described above and agreed to adopt a common citation policy for publications that used data modules developed by the SPNS cooperative agreement projects.
- The committee decided that requests for public disclosure of pooled data must be put into writing and subject to review and vote by the entire Steering Committee.
- The committee decided that requests for access to review pooled data should proceed in the same manner as requests to publish pooled data with the addition that a theoretical basis for the request be stated.

Summary of SPNS Cooperative Agreement Steering Committee Meeting

June 22-24, 1995

Doubletree Hotel

Marina del Rey, California

The main activities of these meetings included:

- Working group meetings and reports
- Working group panel presentations
- Discussion of implementation of modules

Working Group Meetings and Reports

- All groups discussed general concerns about data collection as well as specifics related to modules.
- The Capitated Care Group discussed progress being made by projects and how they were affected by mandated changes in the health care environment.
- The Advocacy Group had an extensive discussion about what is happening in the state and local public policy arenas.
- The CBO Group worked extensively on Module 2; they categorized, refined, and operationally defined an extensive list of services.
- The Training Group decided that it would be possible to develop instruments that would be applicable across several projects but there needed to be more sub-categories than have currently been defined.
- The Comprehensive Care Group discussed progress being made by projects and the applicability of several modules.

Working Group Panel Presentations

- A three-hour symposium was presented by the Capitated Care Group in order to train the other projects on the major issues in managed care for AIDS patients.
- A two-hour session was held by the Training Group to illustrate methods of training people to have cultural sensitivity to the issues brought into clinical settings by AIDS patients.

Discussion of Implementation of Modules

- There was discussion of the possibility of restructuring the working groups to facilitate implementation of modules, or to possibly include more time for working group meetings.
- Several specific modules were discussed and plans were made to discuss others in future conference calls.
- There was discussion that many modules that are in draft form could become final in two to three weeks if projects wanted to begin using them.

Summary of SPNS Cooperative Agreement Steering Committee Meeting

September 14-16, 1995
Crystal City Sheraton
Crystal City, VA

The main activities of these meetings included:

- Working Group meetings and reports back to the Steering Committee
- Discussion of annual report on Steering Committee progress
- Decision on time limit for discussion on revisited issues
- Evaluation Conference

Working Group Meetings and Reports Back to the Steering Committee

Capitated Care

- ⇒ Reported on activities of individual projects to date
- ⇒ Discussed issues related to sub-capitation
- ⇒ Discussed changes and modifications to modules

Policy Advocacy/Infrastructure

- ⇒ Discussed definitions of infrastructure change and activities of individual projects
- ⇒ Decided that they wanted to measure self-efficacy and empowerment in their clients
- ⇒ Discussed building models that are replicable as models for institutional change

CBO

- ⇒ Discussed commonalities and differences between individual projects
- ⇒ Developed a common set of hypotheses and outcome measures
- ⇒ Approved several modules

Training

- ⇒ Decided that they want to help all projects that are doing training to look at outcomes
- ⇒ Recommended that all training projects should use Modules 3, 53, and 56
- ⇒ Proposed a new Module 57 that will cross-cut all training and measure elements

Comprehensive Care

- ⇒ Reported that all projects have begun their evaluations and are on track
- ⇒ Discussed common questions for their projects to ask and which modules capture information that could answer these questions
- ⇒ Decided that Modules 1, 2, 17, 68, and 71 worked for their projects with a patient satisfaction survey to be developed.

Discussion of Annual Report on Steering Committee Progress

- There was discussion of the purposes of an annual report and strategies for constructing one.
- An ad hoc committee was formed to work on the annual report and their goal is to present material to the Steering Committee for review in January.

Decision on Time Limit for Discussion on Revisited Issues

- It was decided that the chairperson set a time limit for discussion of revisited issues and that revisited issues must be passed with a 61% majority in favor.