Eligibility Sub-Committee Meeting Minutes
November 18, 2019

Members:	Other participants:
Frank Rosas, MAC Consumer Member √	Liza Hinojosa, University of Texas at Austin √
Raquel Figueroa, Project CHAMPS, El Paso √	Rachel Sanor, THMP Manager
Gary Benecke, Resource Center, Dallas	Laura Potter, THMP Regional Manager √
Marcus Benoit, Harris Health System √	Robin Atwood, University of Texas at Austin

Sub-Committee Membership

- Frank Rosas is to reach out to Dr. Lazarte about becoming a member of the sub-committee.

MAC Meeting Recap

- Officer Elections were held at the October 18th MAC meeting
  - Chair – Dr. Natalie Vanek
  - Vice-Chair – Frank Rosas

THMP Pilot of New Eligibility Forms

- No new updates
- Currently being translated into Spanish
- New forms not available in the field until early 2020

Income Calculation Worksheet

- Spenddown is not on worksheet – only THMP staff calculate spenddown
- Laura Potter is to verify which formula that THMP is using – different ways for income to be calculated that can give different income amounts which can impact client eligibility for ADAP
- Updates on THMP forms, processes, etc. are sent out on the THMP listserv, shared on regional ADAP calls, and reviewed at the AEW trainings conducted in the field.
- Need more emphasis on communication with those in the field that are not on list serv or calls

ADAP Liaisons (currently all positions are vacant)

This position works with ADAP Enrollment Workers (AEWs) to ensure applications are submitted timely and correctly. Liaisons also provide technical assistance to AEW staff in the field who work with clients to get them enrolled in ADAP. Currently there is funding for Liaisons positions in the following areas:

- TRG – Houston (previously established)
- UHS - San Antonio: new position (will also include STDC service areas)

- Dallas HHS – Dallas: new position
- BVCOG - Bryan College Station: new position (will also include Lubbock Star Care service areas)

HRAR Updates

- DSHS is in process of scoring responses to select a vendor
- Projected completion date is tentatively the end of 2021, if project stays on time.
- HIV/STD Data Management Team is touring the state to collect feedback from community members
  - San Marcos (Completed)
  - San Antonio (Tentative)
  - El Paso (Tentative)
  - Corpus Christi (Completed)
  - The ARIES team is working to make stops in all parts of the state in 2020.

ADAP Performance Measure Reports

- THMP sends out quarterly to AAs and agencies.
- List for point of contacts and AEW staff is updated annually
  - May need to update more frequently
  - Some staff at agencies may be receiving the performance measures, but contacts may not be sharing with all staff because they do not realize who all the PMs should be shared with. Agencies should make sure they are having internal conversations about the PMs so they can be on the lookout for the emails from THMP.

Next meeting: Monday, December 9th at 1:30 p.m. CT

Eligibility Sub-Committee Meeting Notes
January 13, 2020

Members:	Other Participants
*Frank Rosas, MAC Consumer Member ***Raquel Figueroa, Projects CHAMPS, El Paso** ***Gary Banecke, Resource Center, Dallas** ***Marcus Benoit, Harris Health System** ***Dr. Ogechika Alozie, Sunset ID, El Paso**	*Liza Hinojosa, University of Texas at Austin *Rachel Sanor, TMP Manager *Laura Potter, THMP Regional Manager Robin Atwood, University of Texas at Austin

THMP Eligibility Requirements

• Eligibility Documents page at https://www.dshs.texas.gov/hivstd/meds/document.shtm was updated in December 2019, with a listing for THMP acceptable documentation.

ADAP Application Processing (Dallas area)

• Laura Potter reported that all new complete applications are being processed with 14 business days.

• Recertifications: if application is not received by the end of the client's birth month, the client's medications will be placed on hold; clients have 30 days to complete recert application before their THMP eligibility ends and they are dropped from the program.

• Dallas EMA is working on a Rapid Start program
  o Dallas area reported experiencing longer THMP processing delays
  o THMP reported that this could be due to duplicate applications submitted from North Texas area which can cause delays
  o THMP asks programs to avoid duplicate applications (don't send via ARIES and then also fax application)
  o Delays are also experienced when programs submit older versions of the ADAP application or the MedCert form (MCF)
  o Program can find the updated forms on the THMP website: https://www.dshs.texas.gov/hivstd/meds/document.shtm

ADAP Regional Liaison Positions

• THMP is not aware that Administrative Agencies have filled these positions.

HRAR

• The HRAR project will include an electronic portal as part of the project's development.

• Vendor selection still in progress.

- o Frank Rosas indicated he would like to see more transparency and stakeholder input for vendor selection.
- o The vendor selection process follows the State's protocols.

Mail Sent to Clients (El Paso)

- • Raquel reported that a few clients indicated they did not want to receive mail on their application but THMP sent mail to client and when it was returned to THMP client was placed on hold
- • Another client reported that they indicated they did not want to receive mail but THMP send the client mail
- • Laura indicated this may have been an oversight of the program and she would pass the information along

List of Regional Coordinators

- • Laura to send out updated list of THMP Regional Coordinators for each area

List of THMP Participating Pharmacies

- • List is posted on THMP website:
  https://www.dshs.texas.gov/hivstd/meds/pharmacy.shtm
- • Clients can call THMP to request a new pharmacy be added to the list.
- • Request by Dr. Alozie to allow pharmacy requests to be completed on-line
  - o Laura will share request with Rachel to see what is viable for the program.