

**New Jersey HIV Planning Group**  
**Data and Research Committee Meeting**  
**Agenda**

**Wednesday, January 29<sup>th</sup>, 2025**  
 Electronic Meeting via ZOOM Video Conference

**Angela Petrone**  
 Co-Chair

**Jessica Diaz**  
 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.**

<b>*Please note all times are approximate</b>		
10:00 am	Welcome & Moment of Silence	Jessica Diaz
10:05 am	Establishment of Agenda & Approval Meeting Minutes	Angela Petrone
10:10 am	Introductions <i>Name &amp; Expertise/Type of Work</i>	Jessica Diaz
10:20 am	Review Evaluation & 2024 Look Back/2025 Look Ahead PPT	HCPST
10:30 am	<b>New Business</b> <ul style="list-style-type: none"> <li>• System Activity 5.1 Education Didactic</li> <li>• Draft System Activity 5.1</li> </ul>	Angela Petrone & Jessica Diaz
11:45 am	Data and Research Committee Agenda <b>Next Meeting: February 26<sup>th</sup>, 2025</b>	Angela Petrone
11:50 am	Announcements	Jess Diaz
11:55 am	Meeting Evaluation	HCPST
12:00 pm	Adjournment*	Angela Petrone

*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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**Wednesday, December 18, 2024**  
 Electronic Meeting via ZOOM Video Conference

<b>ATTENDANCE</b>			
<b>NJHPG Member</b>			
Angela Petrone	<b>P</b>	John Nelson	<b>P</b>
Rosie Ruiz	<b>P</b>		
<b>Committee Member</b>			
Debbie Mohammed	<b>A</b>	Jessica Diaz	<b>A</b>
Steven Dunagan	<b>P</b>		
<b>Non-voting Attendees</b>			
James Valentin, Rekha Damaraju, Susan Garcia			
<b>HIV Community Planning Support Team</b>			
Dottie Rains-Dowdell	<b>P</b>	Taylor Lightner	<b>P</b>

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



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<b>AGENDA</b>	
<b>Item</b>	<b>Discussion</b>
<b>Welcome and Moment of Silence</b>	Angela Petrone welcomed attendees and began the meeting at 10:03am followed by a moment of silence to honor those lost to HIV and those still fighting the virus.
<b>Approval of Agenda &amp; Meeting Minutes</b>	Rosie Ruiz reviewed the meeting Agenda. John Nelson motioned to approve the Agenda, seconded by Angela Patrone and was voted on and approved.  The Support Team reviewed the November Meeting Minutes. Angela Petrone motioned to approve the Meeting Minutes, seconded by Steve Dunagan. The Meeting Minutes were voted on and approved.
<b>Introductions</b>	Angela Petrone asked attendees to introduce themselves and share their expertise/area of work.
<b>November Evaluation Review</b>	The Support Team reviewed November's Meeting Evaluation with attendees. There were 7 people who responded to the evaluation; 3 Committee Members, 1 NJHPG Member, 1 State Representative & 1 guest.  <ol style="list-style-type: none"> <li>1. I felt prepared to participate in the meeting: <ul style="list-style-type: none"> <li>• 100% agreed</li> </ul> </li> <li>2. What questions do you have for DHSTS? <ul style="list-style-type: none"> <li>• None at this time</li> </ul> </li> <li>3. Final Comments, Questions, or Concerns <ul style="list-style-type: none"> <li>• Love the progression of the conversations</li> </ul> </li> </ol>
<b>NJHPG Overview</b>	The Support Team next presented the NJHPG Overview PowerPoint. This presentation covered the Purpose of NJHPG, the 5 Priority Populations, and the Goal of the Data and Research Committee. They



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	<p>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><b>Old Business</b></p>	<p>Angela Petrone transitioned the Committee to Old Business to continue drafting System Activity 3.5. The finalized drafted recommendations are listed below.</p> <p><b>System Activity 3.5</b> – 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"> <li>• DHSTS, DOH Data Team</li> </ul> <p>Is this task <b>measurable</b>? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Deliverables;</i></p> <ul style="list-style-type: none"> <li>• 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.)</li> <li>• Based on identified trends, the program leads, along with the data team will discuss potential</li> </ul>



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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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identify barriers/training needs and create an action plan to address the needs.

*Due by; 11/30/2025*

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. The purpose of the MOA is the establish service integration and data sharing.

*Stakeholders Involved/Needed:*

- DHSTS, DHSTS Funded Agencies, Non DHSTS funded agencies (private practices, CBO's, Community Health Centers, Dental Clinics)

Is this task **measurable**?  Yes  No

*Deliverables;*

- Identify the number and types of current of MOA's and in what regions.
- Identify the outcomes and gaps of the MOA's between DHSTS funded and non-funded agencies (e.g. number of client referrals, client linkages,)
- DHSTS funded agencies will report their outcomes in quarterly report-outs.

*Due by; 10/1/25*

4. Streamline data systems so that all providers can utilize formatted and integrated reporting (also recommended in PS System 3.2).

*Stakeholders Involved/Needed:*

- DHSTS Funded Agencies, Health Service Providers,

Is this task **measurable**?  Yes  No

*Deliverables;*



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	<ul style="list-style-type: none"> <li>• Identify the data systems that can be streamlined</li> <li>• Require funded agencies to use centralized data systems for data entry and timely reporting</li> <li>• Provide training and technical assistance for centralized data systems.</li> <li>• Identify the number of unduplicated clients/client services/performance measures.</li> </ul> <p><i>Due by; 12/1/2025</i></p>
<b>Announcements</b>	<p>Rosie Ruiz transitioned to ask the attendees if there are any new announcements.</p> <p>Steve Dunagan announced that any providers or organizations in need of condoms or lubrication, and lacking a condom budget, should reach out to him. He offered to provide these supplies as needed to support their efforts</p> <p>Rosie Ruiz announced that Hyacinth will be hosting their end of the year Ball at St. Peter's College on 12/20/24.</p>
<b>Data and Research Committee Agenda</b> Next Meeting: January 29, 2025	<p>The next meeting will be on January 29, 2025 from 10am to 12pm. HCPST shared the meeting agenda for this meeting.</p>
<b>Meeting Evaluation</b>	<p>HCPST shared meeting evaluation link for attendees to complete.</p>
<b>Adjournment</b>	<p>Rosie Ruiz adjourned the meeting at 11:41 am. Motioned by Angela Patrone, seconded by John Nelson</p>
<b>Meeting Documents</b>	



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- Draft Data and Research Meeting Minutes\_11.27.24.pdf
- NJHPG Data and Research Committee Agenda\_12.18.24.pdf
- Finalize System 3.5 Recommendations



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