

Needs Assessment and Comprehensive Planning

Salus Center 3545 Lafayette Ave.

Room 1412D

Meeting Date: Monday, October 15, 2018

Time: 10:00 a.m.

Minutes are recorded

Members Attending: W. Bradley (co-chair), T. Brown (co-chair), M. Butler, E. Williams, T. Hampton

Guests: J. Jones, K. Jupka, Y. Ineze, I. Reid, E. Gantz (via video chat)

Staff Attending: D. Stepney, R. November, E. Shacham

All members are referred by first initial and last name.

Topic/Discussion
Welcome, Introductions & Announcements <ul style="list-style-type: none">Welcome
Approve Minutes <ul style="list-style-type: none">09/17/2018<ul style="list-style-type: none">Minutes approved by consensus.
EGM, Inc Needs Assessment Technical Assistance <ul style="list-style-type: none">Consultant E. Gantz-McKay participated in the meeting via video chat to technical assistance for the comprehensive needs assessment. The technical assistance was a follow up to the technical assistance and Comprehensive site visit by the HIV/AIDS Bureau (HAB), at which the need for comprehensive needs assessment, including PLWH needs and the capacity of the service system to meet those needs, was discussed.The Committee and E. Gantz-McKay discussed the value of a multi-year needs assessment plan as a way to ensure a comprehensive needs assessment that meets HRSA/HAB expectations for Ryan White HIV/AIDS Program (RWHAP) Part A needs assessments, uses available Planning Council Support (PCS) resources efficiently, and provides data needed for decision making.E. Gantz-McKay noted that most Part A Transitional Grants Areas (TGAs) do not have the resources, staff, or member time to do a full needs assessment in a single year. The consultant suggested a three-year time frame. The components of a typical multi-year plan were discussed, using a model plan provided by the E. Gantz-McKay as a guide.

- **Prioritizing Needs Assessment**
 - The Committee received a handout of a sample 3-Year Needs Assessment Plan created by E. Gantz McKay.
 - The components of the sample plan included:
 - Epidemiologic Profile
 - Estimates of the number and characteristics of PLWH with unmet needs
 - Assessment of PLWH Service needs and barriers
 - Provider/Resource Inventory
 - Profile of provider capability and capacity
 - Assessment of unmet need/service gaps [using data from all needs assessment components]
- **Discussion:**
 - With a smaller PC support budget, everything won't get done the same year. But by making sure all pieces are included, doing the plan over a period of 3 years, deciding what to do, and when to do it, will be help with the completion of a comprehensive needs assessment.
 - With the integration of Prevention and Care planning, there may be additional resources available for a prevention focused needs assessment.
 - Client Survey
 - The focus the first year was to just get the survey out. The focus the second year was to see what can be done better and take it to the next level and getting the surveys to youth and transgender populations.
 - The survey has been implemented through Case Management providers, but some (including one large provider) provided relatively few responses.
 - This year, efforts will be made to obtain a more representative group of PLWH responses and increase participation by providers in getting surveys completed. The Committee will need to set objectives to meet a certain number of people of a target population.
 - Grants Administration agreed that that it can be put into subcontract to administer surveys (deliverable in contract).
 - The survey is being revised based on priority data needs.
 - Questions will be added using "skip patterns" so they are asked questions only if they are part of a specific target population. Some additional questions for transgender PLWH have already been drafted, and questions for young PLWH might be added.
 - The Committee needs to look at what support or services do case managers need to remind them to administer surveys. There needs to be some follow

up about why the numbers are what they are from each organization. Also, having the conversation about what may be going on in the agency.

- Does GA need to have a conversation with the agencies about what's going on?
 - It's a combination between GA and PC.
- Using Facebook for administer surveys could be more cost effective.
- The group discussed the use of Facebook and other social media like Snapchat to publicize the survey and reach PLWH, including individuals who may be worried about stigma. People could click on a link and participate anonymously. The Planning Council has a Facebook page.
- Make sure that as many clients as possible get the opportunity to do the survey.
- Once those conversations have happened, what can be done to educate case managers on being tech savvy enough to administer surveys?
 - Regional case management supervisor's meeting and a larger case manager meeting happen every month. Both are opportunities to have people from needs assessment show them how things work and address any questions or concerns.
 - There are things that can be done on the PC side as well as the GA side. Because there is a limit to what PC can say and do, GA comes into play to talk to providers.
 - Be sure to make this data meaningful for the organizations involved and to provide feedback to those organizations
- It is cost-effective to have a resource booklet/guide online but for some who aren't familiar with searching the web, have printed out versions available would be helpful.
- Expand on the Beacon project by adding an evaluation tool to help the Committee identify service needs.
- Follow Up
 - E. Gantz-McKay agreed to prepare a summary of the discussion and to provide a draft multi-year plan reflecting the discussion, as a starting point for the Committee.

FY2018/FY2019 Needs Assessment Activities

- Review Client Survey Revisions
 - The Needs Assessment reviewed the survey to get familiar with and understand what is being recommended as revisions.

- At the next meeting, this item will be early on the agenda so that the revisions are addressed and discussed.
- The Committee will look into why HSI doesn't cover patches to help clients stop smoking and bring it to the next Needs Assessment meeting.

New Business

- No new business.

Adjourn

- T. Brown adjourned the meeting.

Next Meeting: Monday, November 19th at 10:00 a.m. at the Salus Center – Room #1412D