

Needs Assessment Committee

Salus Center 3545 Lafayette Ave.
Room 1412D

Meeting Date: Wednesday, April 17, 2019

Time: 10:00 a.m.

Minutes are recorded

Members Attending: T. Brown (co-chair), W. Bradley (co-chair), T. Hampton, Y. Simpson, J. Alexander

Guests: J. Bourne, P. Collins, K. White, K. Jupka, Y. Ineza

Staff Attending: R. November, D. Stepney

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">• 3/20/2019<ul style="list-style-type: none">○ Minutes approved by consensus.
Epi Report Update <ul style="list-style-type: none">• MO EPI data has not been received.• IL data has just come in but has not been analyzed.• The Needs Assessment Committee will meet on May 3rd at 12:00 p.m. to review the available epi data before the Planning Council meeting.
Client Survey Data Summary/Client Utilization <ul style="list-style-type: none">• Grants Administration provided the Needs Assessment Committee with a copy of the Ryan White Service Report fields. Each Ryan White Subrecipient submits this report every year.<ul style="list-style-type: none">○ Each Ryan White Subrecipient submits this report every year. This report is uploaded into a system and submitted to HRSA.○ The data consists of the number of clients who utilize a Ryan White funded service by the demographic category in a summary form. However, the report doesn't allow for crosstabs to get utilization by subpopulations (e.g. young black MSM, African American women.)

- The Needs Assessment Committee will submit a data request form requesting the data below from the RSR report for the timeframe January 2018 – February 2019.

Client Utilization Demographics by Service Category for MO and IL:	Utilization by cost by Service Category for MO and IL:
<ul style="list-style-type: none"> • Race • Ethnicity • Age • Gender • Newly Diagnosed • Insurance Status • Risk Factor • Federal Poverty Level • Housing Status • Primary Language Spoken 	<ul style="list-style-type: none"> • Total allocated prior grant year and total spent • Fee for service: <ul style="list-style-type: none"> ○ Average cost per client by encounter type • Health Education/Risk Reduction/Legal Services <ul style="list-style-type: none"> ○ Average cost per client served • Medical Case Management <ul style="list-style-type: none"> ○ Average cost per client by face to face/electronic (email and text) encounter types. • Referral for Health Care and Support Services <ul style="list-style-type: none"> ○ Average cost per client

- **Data Request Justification:**
 - This request helps Needs Assessment Committee to fulfill their work plan to review and analyze information from all sources, including data on service utilization and client characteristics to assess service needs and gaps. This information is to be presented to Planning Council as part of the Needs Assessment to the Planning Council. This request is also a Memorandum of Understanding Recipient deliverable, an Assessment of the Efficiency of the Administrative Mechanism (AAM) measure to ensure agreed-upon data and reports from the Recipient were received on schedule by Planning Council and committees, and in Planning Council’s Priority Setting and Resource Allocation process.
- Needs Assessment will be requesting this data annually.

FY2018 Multi-Year Plan

- **Assessment of PLWH Service Needs and Barriers**
 - One of the remaining tasks from the FY2018 Needs Assessment plan is to begin initial work on Lost to Care/Unmet Need Study. The data from this study can be used to assist with the Early Intervention Services (EIS) service model change.

New Business

- Clients currently can’t get utility assistance, where would this go?

- This issue should be taken to Prevention & Care Strategy.
- If the service is low on funding, this may be a reallocation discussion.
- The Needs Assessment Committee had the following questions regarding:
 - When the delivery or eligibility of a service changes, how does that information get disseminated to case managers?
 - What are the mechanisms for that information to be available to clients?
- It was recommended that these questions be taken to the Service Standards Committee for further discussion.

Adjourn

- T. Brown adjourned the meeting.

Next Meeting:

- Friday, May 3, 2019 at 12:00 p.m. at the Salus Center- Room #1412D
- Wednesday, May 15, 2019 at 10:00 a.m. Salus Center – Room #1412D