DRAFT

Houston Area HIV Services Ryan White Planning Council

HIV Community Needs Assessment Group (NAG) Meeting
1:00 p.m., Monday, February 18, 2019
Meeting Location: 2223 W. Loop South, Room #416
Houston, TX 77027

AGENDA

I.	Call to Order	Jeffrey Campbell,
	A. Welcome	Eric James, and
	B. Moment of Reflection	Steven Vargas, Co-Chairs
	C. Adoption of the Agenda	
	D. Introductions	
	E. Review, Edit, and Adoption of Membership	Amber Harbolt, Health Planner
	Requirements, Voting Rules, and Quorum	Office of Support
II.	Overview of the 2019 Needs Assessment Process	
	A. What is a Needs Assessment?	
	B. Refresher on Organizational Structure	
	C. Role of the Needs Assessment Group (**NAG**)	
	D. Review of 2016 Survey Concepts and Discuss Changes to Survey Concepts for 2019	
	E. Review of 2019 Needs Assessment Timeline	
III.	Next Steps	Jeffrey Campbell,
	A. Set Meeting Schedule	Eric James, and
	- April 2019: Approve survey tool and sampling plan	Steven Vargas, Co-Chairs
	- July 2019: Mid-data collection check-in	
	- November 2019: Approve report	
	B. What to Expect at the Next Meeting	
	C. Questions or Concerns	
	D. Sign-up for Workgroups	

IV.   Announcements

V.   Adjourn

Membership Requirements, Voting Rules and Quorum for the
FY2016 Comprehensive Needs Assessment Process

Approved by the NAG 10-29-15

Partners in the FY2016 Comprehensive Needs Assessment Process

- *Houston Area HIV Services Ryan White Planning Council*
- *Houston HIV Prevention Community Planning Group (CPG) and Task Forces*
- *Harris County Public Health Services Ryan White Grant Administration*
- *Houston Health Department Bureau of HIV/STD and Viral Hepatitis Prevention*
- *The Houston Regional HIV/AIDS Resource Group*
- *Harris Health System*
- *Housing Opportunities for Persons with AIDS (HOPWA)*
- *Coalition for the Homeless of Houston/Harris County*
- *Community Advisory Board (CAB) Members and Consumers*

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Needs Assessment Group (NAG)

Quorum for the Needs Assessment Group (NAG) is defined as:

- *51% of membership in attendance, including participation by phone;*
- *Of these, at least 2 must be PWA's*
- *Of these, there must be at least one Part A Planning Council Member, one Part B representative of a funded agency, volunteer or staff member and one member or staff from the CPG.*

Membership of the Needs Assessment Group (NAG) is defined as follows:

- *No voting at a member's first meeting.*
- *Each agency gets one vote.*
- *No more than 1 absence. This is based upon employment and applies even if a member of the group is not representing the agency where they are employed.*
- *The Office of Support needs written notification to change a group's representative.*

Members must email Diane Beck (diane.beck@cjo.hctx.net) or call the Office of Support (713-572-3724) at least one day in advance, except in an emergency. If a member does not email or call in, they are unexcused.

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All Workgroups

Quorum for the Workgroups is defined as:

- *Must be one PWA present.*
- *At least 3 voting members present (including a chair).*

Membership of the Workgroups is defined as follows:

- *No voting at a member's first meeting except for the first meeting of the workgroup.*
- *Each agency gets one vote.*
- *Members must email/call in at least one day in advance, except in an emergency. If a member does not email/call in, they are unexcused.*
- *After 2 absences, member cannot vote until the next workgroup meeting.*

Members must email Diane Beck (diane.beck@cjo.hctx.net) or call the Office of Support (713-572-3724) at least one day in advance, except in an emergency. If a member does not email or call in, they are unexcused.

The Ryan White Planning Council

- The Houston Ryan White Planning Council is a planning body appointed by the Harris County Judge. It is the Council's responsibility to:
  - Determine what services people living with HIV (**PLWH**) need most in the Houston area, and which services are most and least accessible;
  - Prioritize needed services and decide the best way to allocate Houston's Ryan White Part A grant award to fund the service categories;
  - Provide input on the Ryan White Standards of Care; and
  - Develop and maintain a Comprehensive Plan for the provision of those services and improvement throughout the local HIV prevention and care services system

- If you work for or received care from an agency that receives Ryan White Part A, MAI, B, or State Services funds, you may be encountering a service designed and funded by the Planning Council.

What is an HIV needs assessment?

- Process of collecting information about the needs of PLWH in a specific geographic area
- Involves gathering data from _multiple_ sources on the number of HIV cases, the number of PLWH who are not in care, the needs and service barriers of PLWH, and current resources available to meet those needs.
- Information is then analyzed to identify what services are **needed**, what barriers to services **exist**, and what service **gaps** remain.
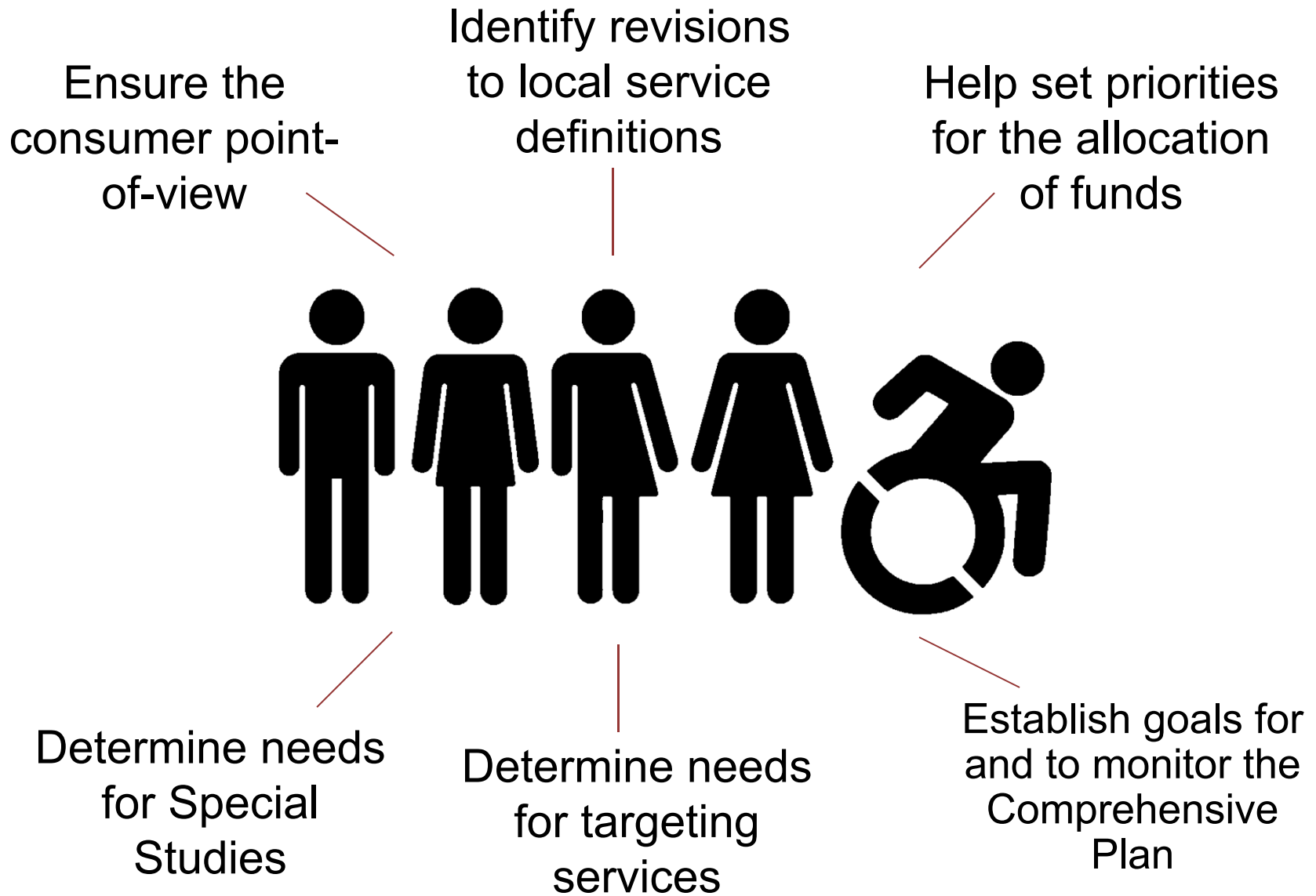
Why is this important?

Needs Assessments

Needs   **Service Gaps**   **Services**

Ensure the consumer point-of-view

Identify revisions to local service definitions

Help set priorities for the allocation of funds

Determine needs for Special Studies

Determine needs for targeting services

Establish goals for and to monitor the Comprehensive Plan

Most needed medical service: Primary care
Most needed support service: Mental health services
Greatest change: Health insurance assistance = ↑12
percentage points; food pantry = ↓16 percentage points

GRAPH 1-Ranking of HIV Services in the Houston Area, By Need, 2016
Definition: Percent of needs assessment participants stating they needed the service in the past 12 months, regardless of service accessibility.
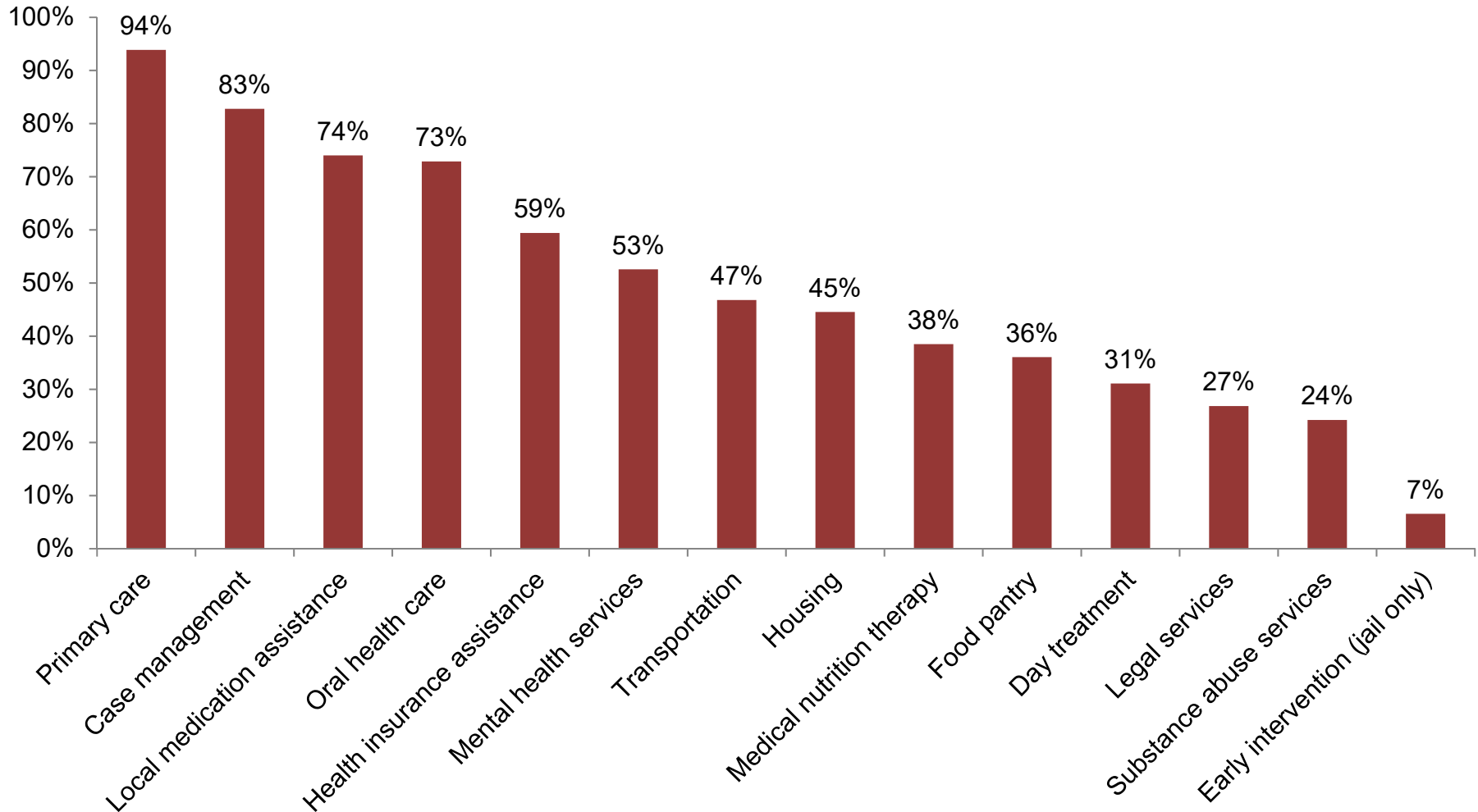
Most accessible medical service: Day treatment
Most accessible support service: Mental health services
Greatest change: EIS = ↑22 percentage points
Least change: Transportation = ↑4 percentage points

GRAPH 2-Ranking of HIV Services in the Houston Area, By Accessibility, 2016
Definition: Of needs assessment participants stating they needed the service in the past 12 months, the percent stating it was easy to access the service.
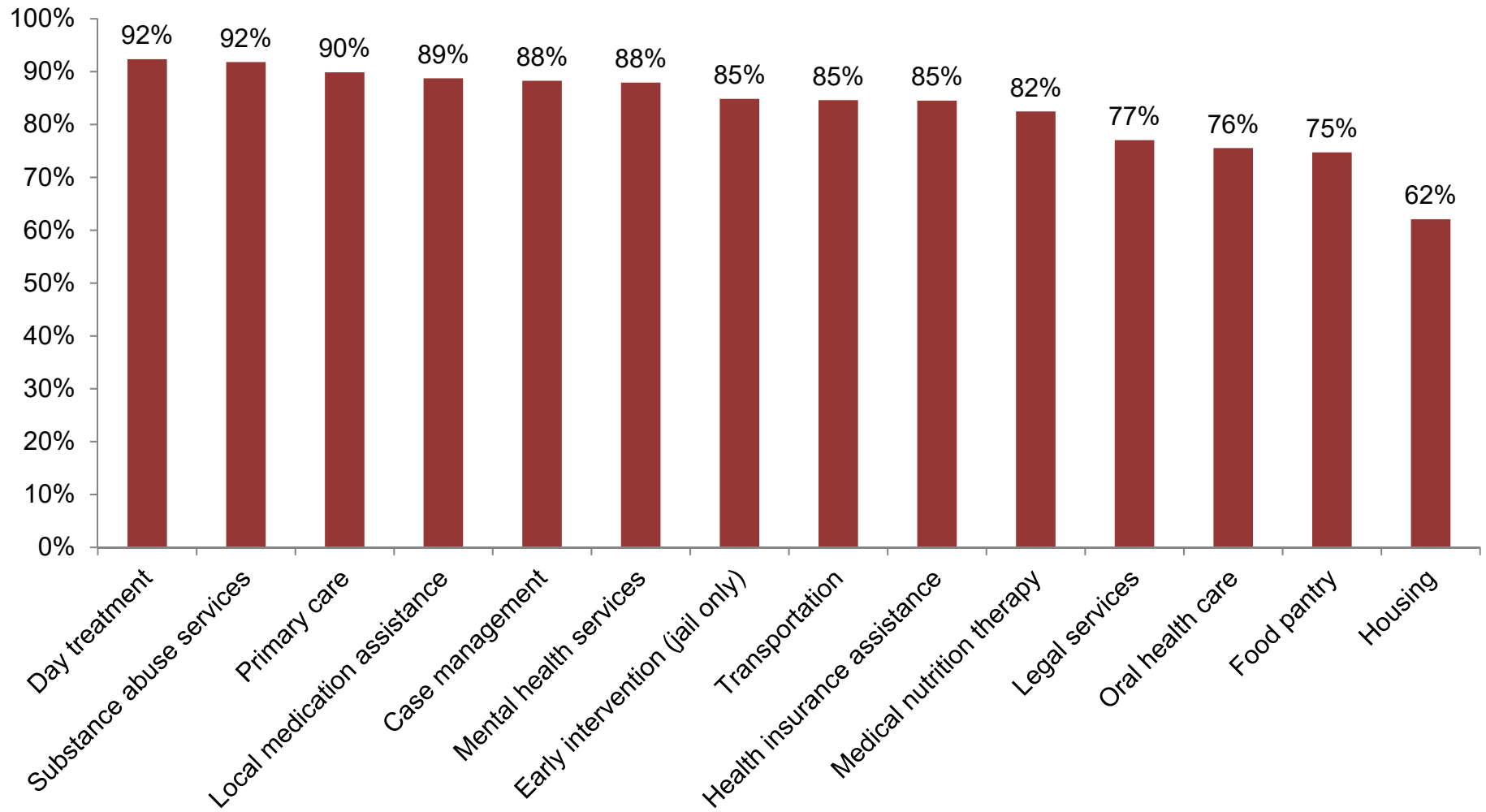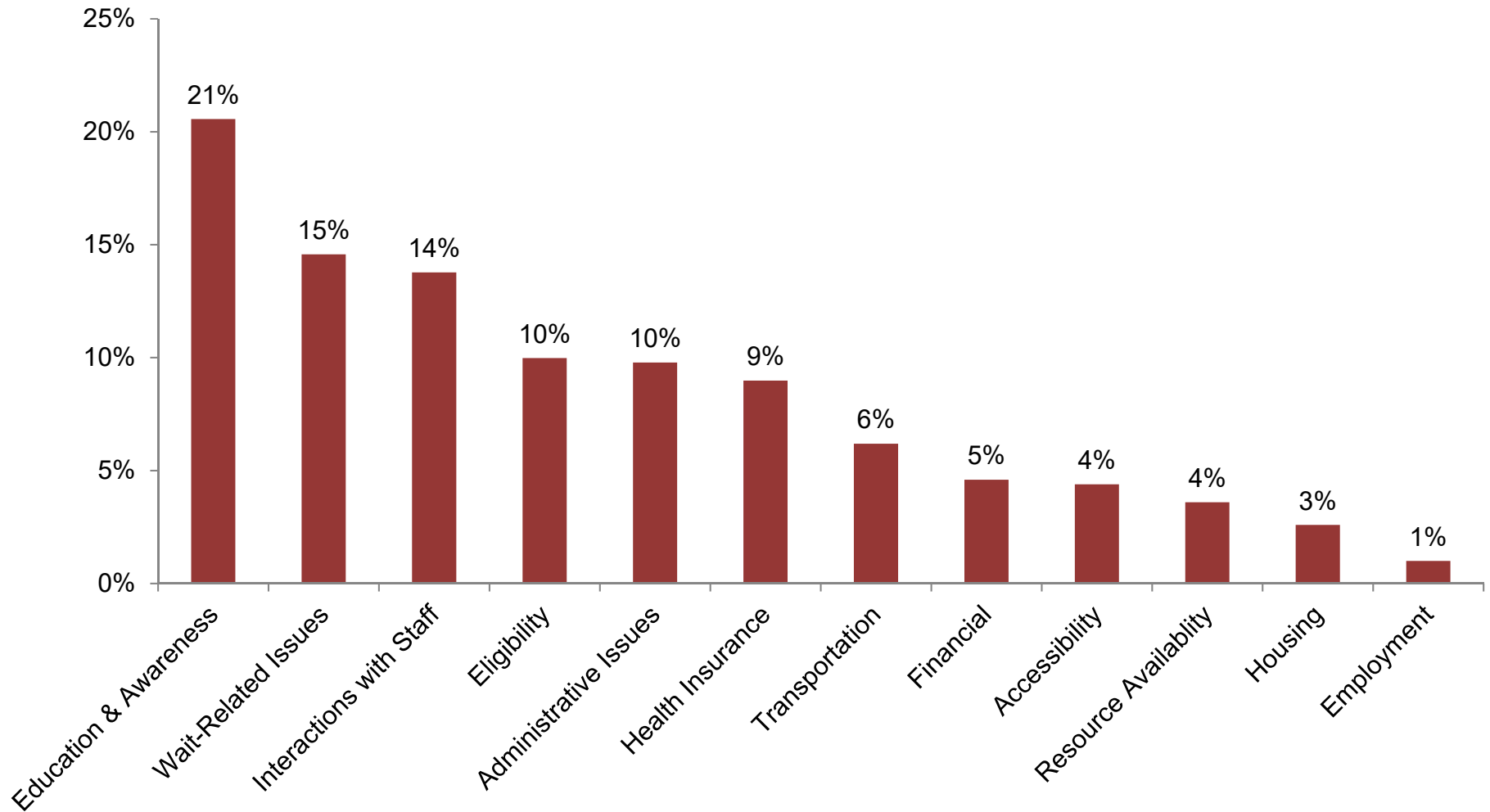
Most common barrier type: Education & awareness
Least common barrier type: Employment

GRAPH 3-Ranking of Types of Barriers to HIV Services in the Houston Area, 2016
Definition: Percent of times each barrier type was reported by needs assessment participants, regardless of service, when difficulty accessing needed services was reported.

Other needs for PLWH in the community include food bank, emergency financial assistance, and additional housing assistance.

GRAPH 4-Other Needs for HIV Services in the Houston Area, 2016

Definition: Percent of needs assessment participants, who selected each service in response to the survey question, "What other kinds of services do you need to help you get your HIV medical care?"
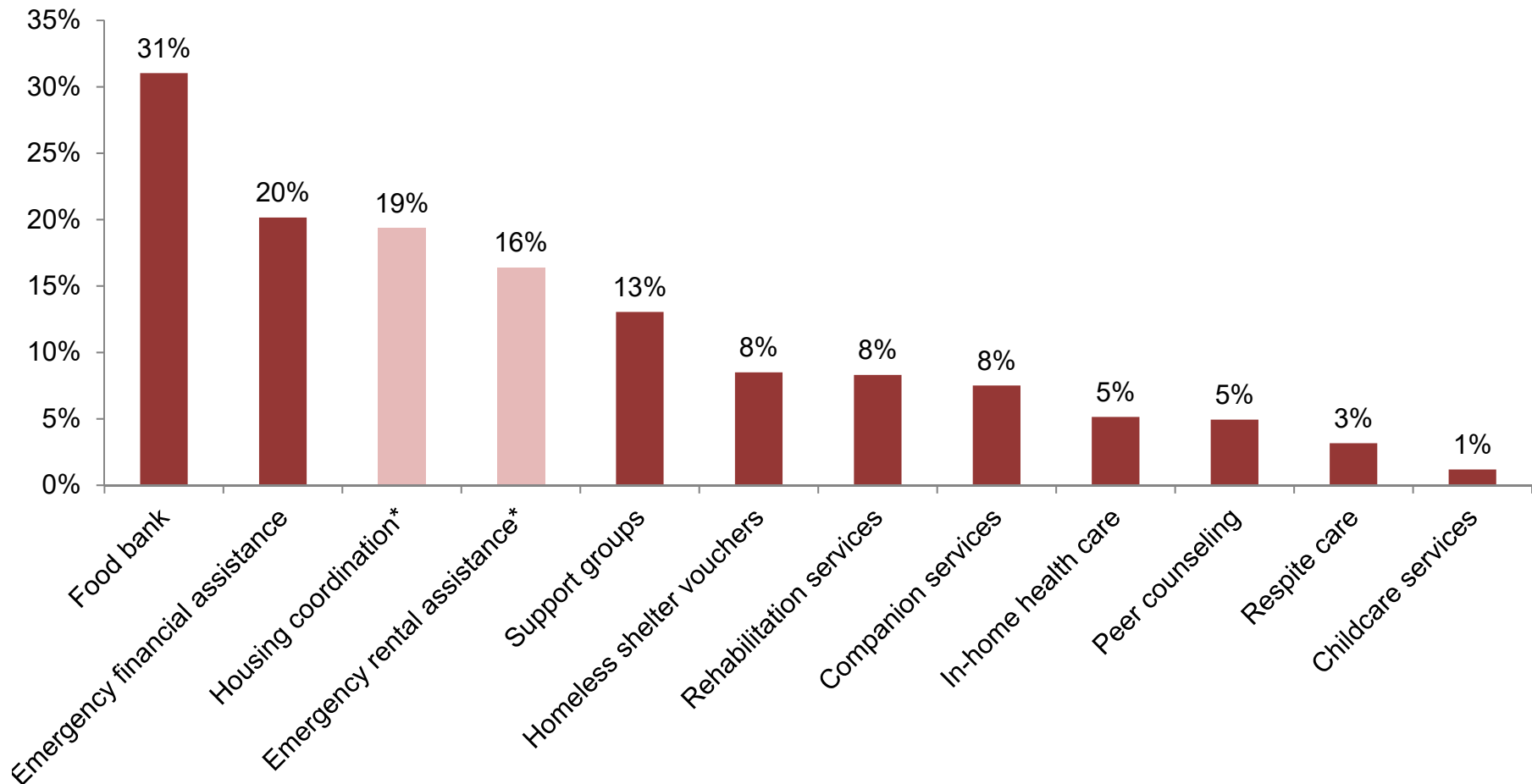
*These services are not currently funded by the Ryan White program; however, they are available through the Housing Opportunities for People with AIDS (HOPWA) program.

Needs Assessment Structure

Ryan White Part A	Ryan White Part B	CPG	Interested parties/ General Public

Co-Chair   **Co-Chair**   **Co-Chair**

Needs Assessment Group

Co-Chair	Co-Chair		Co-Chair	Co-Chair		Co-Chair	Co-Chair
Epidemiology Workgroup			Survey Workgroup			Analysis Workgroup	
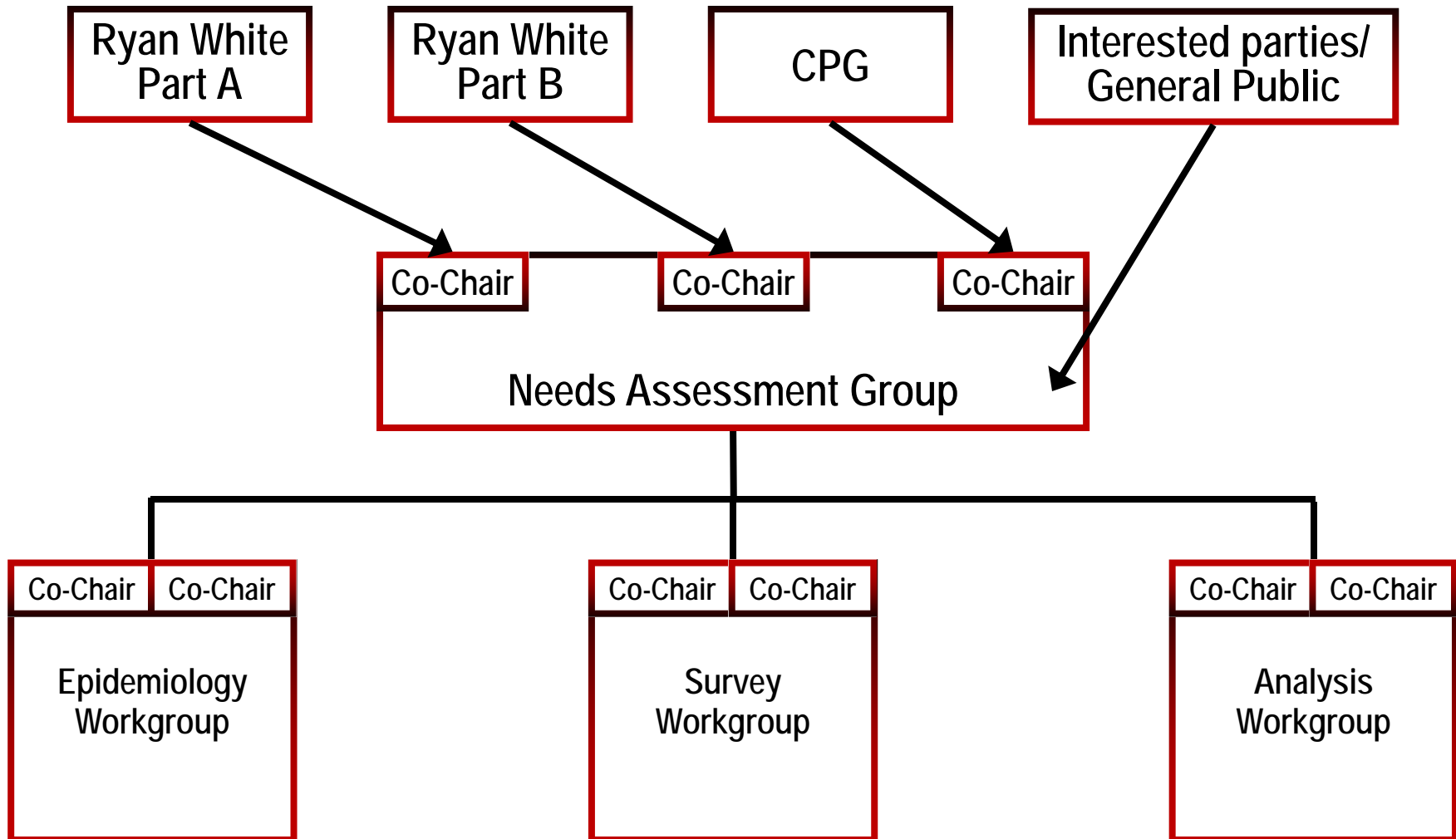
Houston Area HIV Services Ryan White Planning Council (RWPC)

2016 Needs Assessment

Key Concepts for Primary Data Collection

Streamlined; focus on service utilization, needs, accessibility and barriers; qualitative & quantitative data collection on barriers; continued effort to survey Out of Care population

Concept 1:   Demographics

Concept 2:   HIV Care Service Needs
- 2.1 – Needs of long-term survivors and aging PLWHA

Concept 3:   HIV Care Service Accessibility

Concept 4:   HIV Care Service Barriers
- 4.1 – Wait list and wait time as barriers

Houston Area HIV Services Ryan White Planning Council (RWPC)

2019 Needs Assessment

Suggested Key Concepts for Primary Data Collection

Suggested changes from the 2016 Needs Assessment Key Concepts are shown **in bold and underlined**.

Streamlined – **prune any questions that are redundant or for which data have not been used**; focus on service utilization, needs, accessibility and barriers; qualitative & quantitative data collection on barriers; continued effort to survey Out of Care population, **including electronic surveying and expanding sites beyond primary care locations**; **focus groups with case managers, prevention/linkage/outreach staff, rural consumers, and urban consumers**

Concept 1:   Demographics

Concept 2:   HIV Care Service Needs
- 2.1 – Needs of long-term survivors and aging PLWH
- **2.2 – Assess need for all fundable service categories, with clarification on which services are currently funded to avoid confusion.**

Concept 3:   HIV Care Service Accessibility

Concept 4:   HIV Care Service Barriers
- ~~4.1   Wait list and wait time as barriers~~

Concept 5:   Social Determinants of Health – Include questions to assess knowledge gaps identified through the 2018 Social Determinants of Health Special Study:
- **5.1 – Economic Stability** (unreported employment; persistent food insecurity)
- **5.2 – Education** (types of higher education and completion/reasons for not completing; consider changes in methodology/questions to accommodate non-English/Spanish languages; linguistic isolation)
- **5.3 – Social and Community Context** (fuller picture of other types civic participation like volunteering and engaging in collective activities; in-depth linkage, retention, and service navigation following release from incarceration (possibly save for a Special Study); aspects of social cohesion such as resource sharing and navigation, shared social identity)
- **5.4 – Health and Health Care** (reasons for lapses in health care coverage; health literacy)
- **5.5 – Neighborhood and Built Environment** (access to foods that support healthy eating patterns; community crime and violence/safety; environmental conditions; quality of housing, including overcrowding)

Proposed Needs Assessment Group Activities Timeline
February 2019 – March 2020

Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019
Needs Assessment Group (**NAG**) meets to design Needs Assessment (**NA**) process	Survey Workgroup creates survey tool	NAG approves survey tool and sampling plan	Analysis Workgroup adopts of principles for data analysis	NA data collection and entry continues	NA data collection and entry continues	NA data collection and entry continues
	Epi Workgroup convenes to create sampling plan	NA data collection and entry begins	NA data collection and entry continues	**Focus Group:** Case Management Staff	**Focus Group:** Prevention / Linkage / Outreach Staff	No Focus Group [HRSA Grant Application / EIIHA Process]

Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020
NA data collection and entry ends, cleaning and analysis begins	Analysis WG convenes to review preliminary findings	Analysis concludes, staff write report	**Committee approves NA report**	No activities	**Steering and Council approve NA report**	Report findings prepared for HTBMN and priority setting processes
Focus Group: HSDA/Rural consumers	**Focus Group:** EMA/Urban consumers	NAG reviews/approves NA report				

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 01/28/19 **NAG Planning** *Unless otherwise noted, meetings are held at:* 2223 W. Loop South, Suite 240 Houston, TX 77027		**1**	**2**	**3** LEAP	**4** 12 noon Steering Committee	**5**	**6**
	7	**8**	**9**	**10** LEAP National Youth HIV Awareness Day	**11** 12 noon Planning Council Room 532 1:30 pm HTBMN Training Room 532 CANCELLED Comp HIV Planning	**12**	**13**
April	**14**	**15**	**16** 12 noon Operations	**17** LEAP	**18** National Transgender HIV Testing Day	**19** **Office Closed**	**20**
	21	**22**	**23**	**24** LEAP	**25** 12 noon Priority & Allocations Room 416	**26**	**27**
2019	**28**	**29**	**30**				

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 LEAP 12 noon Steering Committee Room 416	4 **Office Closed**	5	6
7	8	9	10 LEAP	11 12 noon Planning Council Room 532 2:00 p.m. Comp HIV Planning Room 532	12	13
14	15	16 12 noon Operations TENTATIVE 2:00 p.m. Quality Improvement Room	17 LEAP	18	19 TENTATIVE 11:00 a.m. Quality Improvement Room	20
21	22 1:30 p.m. Affected Community Room 532	23	24 LEAP	25 12 noon Priority & Allocations Room 416	26	27
28	29	30	31 LEAP			

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
UPDATED: 01/29/19 **NAG Planning**						1	2
Unless otherwise noted, meetings are held at: 2223 W. Loop South, Suite 240 Houston, TX 77027	3	4	5	6	7 12 noon Steering Committee	8	9
	10	11	12	13	14 12 noon Planning Council Room 532 2:00 p.m. Comp HIV Planning Room 532	15	16
November	17	18	19 12 noon Operations TENTATIVE 2:00 p.m. Quality Improvement Room	20	21	22	23
2019	24	25 1:30 p.m. Affected Community Room 532	26	27	28 **Thanksgiving Day** **OFFICE CLOSED**	29 **OFFICE CLOSED**	30