

Houston Area HIV Services Ryan White Planning Council

Needs Assessment Group (NAG)

4:00 p.m., Thursday, October 29, 2015

Meeting Location: 2223 W. Loop South, Room #416

AGENDA

- | | |
|--|---|
| I. Call to Order | Ruth Atkinson, |
| A. Welcome | Robert Noble, and |
| B. Moment of Reflection | Jeffrey Campbell, Co-Chairs |
| C. Adoption of the Agenda | |
| D. Introductions | |
| E. Review, Edit, and Adoption of Membership Requirements, Voting Rules, and Quorum | Tori Williams, Manager
Office of Support |
| II. Overview of the 2016 Needs Assessment Process | Amber Alvarez, Health
Planner, Office of Support |
| A. Refresher on Organizational Structure | |
| B. Role of the Needs Assessment Group (NAG) | |
| C. Review of 2014 Survey Concepts, Results, and Limitations | |
| D. Discussion of Changes to Survey Concepts for 2016 | |
| E. Review of Needs Assessment Timeline | |
| III. Next Steps | Ruth Atkinson, |
| A. Set Meeting Schedule | Robert Noble, and |
| B. What to Expect at the Next Meeting | Jeffrey Campbell, Co-Chairs |
| C. Questions or Concerns | |
| IV. Announcements | |
| V. Adjourn | |

Membership Requirements, Voting Rules and Quorum for the FY2014 Comprehensive Needs Assessment Process

Partners in the FY2014 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 Department of Health and Human Services (HDHHS) 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 Members and Consumers*

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 and a volunteer 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 representative gets one vote.*
- *No more than 2 absences.*
- *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.

All Workgroups

Quorum for the Workgroups is defined as:

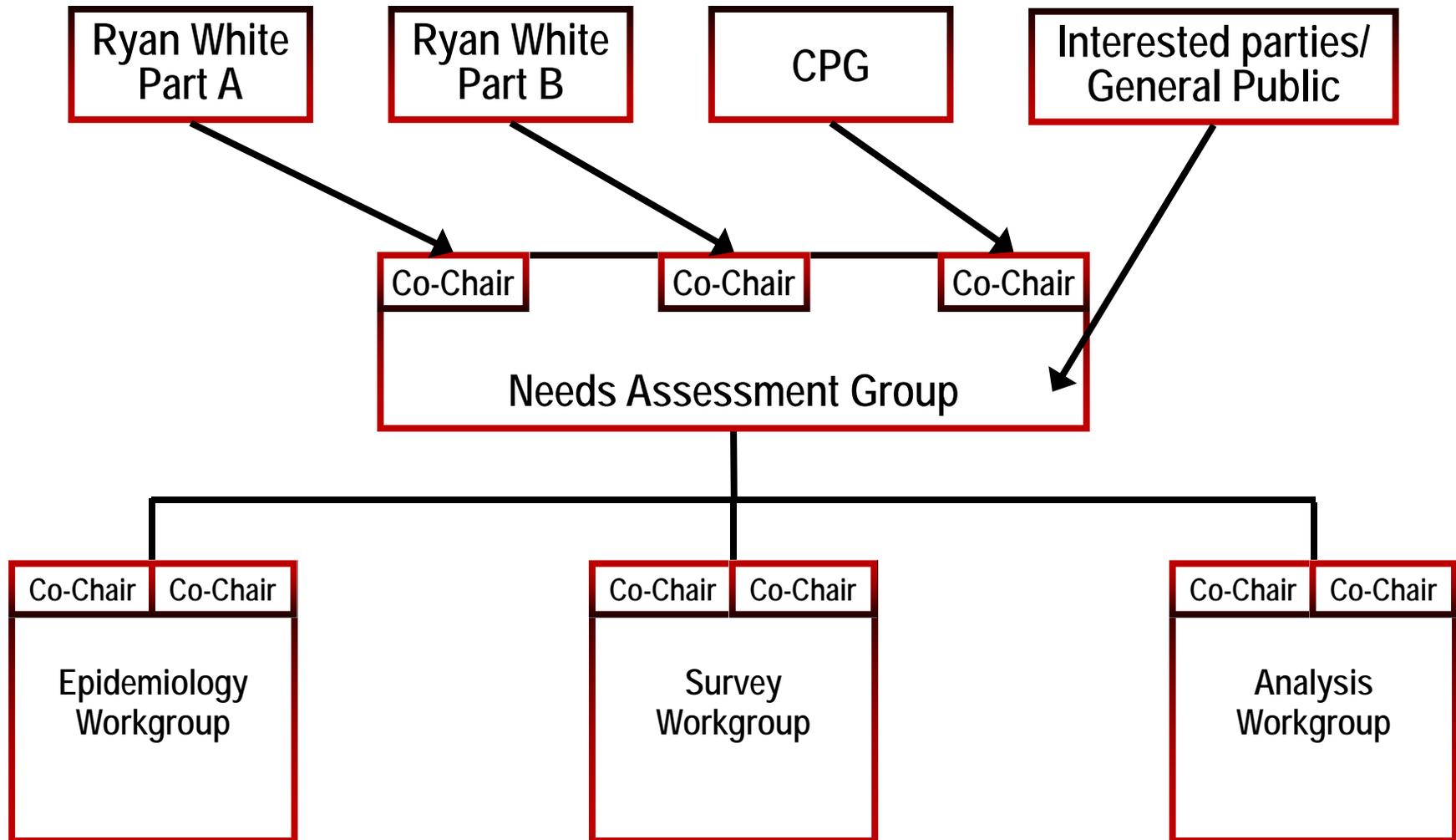
- *Must be one PWA present.*
- *At least 3 voting members present (including a chair).*

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.

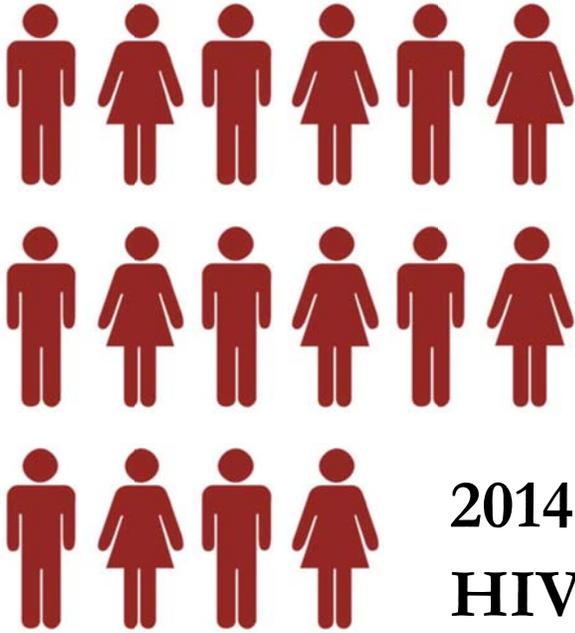
Needs Assessment Structure



Comprehensive Plan and Needs Assessment Group Activities Timeline
October 2015 – September 2016

Updated 10-22-15

	Oct 2015	Nov 2015	Dec 2015	Jan 2015	Feb 2016	Mar 2016
Comprehensive Plan (CP) Activities	<ul style="list-style-type: none"> CP Leadership Team convenes; adopts membership, voting rules & quorum requirements; orientation to 2017-2021 comprehensive planning process, sets meeting schedule; ad-hoc Strategy WG co-chair assignments made 	<ul style="list-style-type: none"> CP Leadership Team reviews recommendations, identifies broad mission/vision, guiding principles, & goals PEI, Gaps, SP & COE WGs convene 	<ul style="list-style-type: none"> PEI, Gaps, SP & COE WGs convene 	<ul style="list-style-type: none"> No meeting – RWPC Orientation 	<ul style="list-style-type: none"> Eval WG conducts for Y4 evaluation PEI, Gaps, SP & COE WGs convene 	<ul style="list-style-type: none"> PEI, Gaps, SP & COE WGs convene CP Leadership convenes for CP mid-development update Committee approves Y4 Evaluation Report
Needs Assessment (NA) Activities	<ul style="list-style-type: none"> NAG meets to design NA process 	<ul style="list-style-type: none"> Survey WG creates survey tool Epi WG convenes to create sampling plan NAG approves survey tool and sampling plan NA data collection and entry begins 	<ul style="list-style-type: none"> Analysis WG convenes to adoption of principles for data analysis NAG approves Epi Profile NA data collection and entry continues 	<ul style="list-style-type: none"> NA data collection and entry continues 	<ul style="list-style-type: none"> NA data collection and entry continues 	<ul style="list-style-type: none"> NA data collection and entry continues
	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016
Comprehensive Plan (CP) Activities	<ul style="list-style-type: none"> PEI, Gaps, SP & COE WGs convene Council approves Y4 Evaluation Report 	<ul style="list-style-type: none"> PEI, Gaps, SP & COE WGs convene Eval WG convenes to develop evaluation and monitoring process for next CP 	<ul style="list-style-type: none"> PEI, Gaps, SP & COE WGs convene CP Leadership Team reviews first draft of CP sections (except NA section) Community review of first draft of new CP (except NA section) 	<ul style="list-style-type: none"> Community review of CP final draft CP Leadership Team reviews/approves final draft of CP Gather CP concurrence from community partners 	<ul style="list-style-type: none"> Special Committee Meeting: Committee approves CP Council approves CP Early submission of CP? 	<ul style="list-style-type: none"> Deadline for CP submission to HRSA and CDC Eval WG convenes for Y5 mid evaluation
Needs Assessment (NA) Activities	<ul style="list-style-type: none"> NA data collection and entry ends Analysis WG convenes to review preliminary findings NA data cleaning and NA data analysis 	<ul style="list-style-type: none"> NA data analysis; write brief report NAG reviews/approves NA report 	<ul style="list-style-type: none"> Committee approve NA report 	<ul style="list-style-type: none"> Council approves NA report 	No activities	No activities



2014 Houston Area HIV/AIDS Needs Assessment

A collaboration of:

Houston Area HIV Services Ryan White Planning Council
Houston HIV Prevention Community Planning Group
Harris County Public Health Services, Ryan White Grant Administration
Houston Department of Health and Human Services, Bureau of HIV/STD
and Viral Hepatitis Prevention
Houston Regional HIV/AIDS Resource Group, Inc.
Harris Health System
Housing Opportunities for Persons with AIDS
Coalition for the Homeless of Houston/Harris County
People Living with HIV/AIDS in the Houston Area and Ryan White
HIV/AIDS Program Consumers

March 14, 2014

Disclaimer:

The 2014 Houston Area HIV/AIDS Needs Assessment summarizes primary data collected from June to November 2013 from 678 self-selected, self-identified HIV infected individuals using either a self-administered written survey or verbal interview. The majority of respondents resided in Houston/Harris County at the time of data collection. Data were statistically weighted for sex at birth, primary race/ethnicity, and age range based on a three-level stratification of HIV/AIDS prevalence in the Houston EMA (2012). Though quality control measures were applied, limitations to the raw data and data analysis exist, and other data sources should be used to provide context for and to better understand the results. Data collected through this process represent the most current *primary* data source on people living with HIV/AIDS in the Houston Area. Census, surveillance, and other data presented here reflect the most current data available at the time of publication.

Funding acknowledgment:

The 2014 Houston Area HIV/AIDS Needs Assessment was made possible with funding from the Ryan White HIV/AIDS Treatment Extension Act of 2009. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Health Resources and Services Administration HIV/AIDS Bureau.

Incentives were provided by the Houston Regional HIV/AIDS Resource Group, Inc.

Suggested citation:

2014 Houston Area HIV/AIDS Needs Assessment.
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ACKNOWLEDGMENTS

Collaborating Partners:

The 2014 Houston Area HIV/AIDS Needs Assessment is a collaboration of the following partners:

- Houston Area Ryan White Planning Council
- Houston HIV Prevention Community Planning Group
- Harris County Public Health Services, Ryan White Grant Administration
- Houston Department of Health and Human Services, Bureau of HIV/STD and Viral Hepatitis Prevention
- Houston Regional HIV/AIDS Resource Group, Inc.
- Harris Health System
- Housing Opportunities for Persons with AIDS
- Coalition for the Homeless of Houston/Harris County
- People Living with HIV/AIDS in the Houston Area and Ryan White HIV/AIDS Program Consumers

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The 2014 HIV/AIDS Needs Assessment was made possible by the following individuals who served as NAG and Workgroup members and as points of contact for consumer survey administration:

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 - Universe Technical Translation, Inc., Interpreters
- Houston Regional HIV/AIDS Resource Group, Inc.
- Yvette Garvin, Executive Director
 - Sha'Terra Johnson-Fairley, Planner

Leadership:

The following individuals provided oversight and guidance to the 2014 HIV/AIDS Needs Assessment process, including survey design, data administration, and the review and approval of this document:

- Needs Assessment Group (NAG) Co-Chairs: Brenda Booker, Sylvia Teeple, and Steven Vargas
- Epidemiology Workgroup Chair: Herman Finley
- Survey Workgroup Co-Chairs: Amber Alvarez and Scot More
- Analysis Workgroup Co-Chairs: Dr. Osaro Mgbere and C. Bruce Turner

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EXECUTIVE SUMMARY

The 2014 Houston Area HIV/AIDS Needs Assessment presents data on the HIV service needs, barriers, and other factors influencing access to HIV care for people living with HIV/AIDS (PLWHA) in the Houston Area as determined through a consumer survey. The overall goal of a needs assessment is to ensure the consumer point-of-view is infused into the data-driven decision-making activities of local HIV planning. Data are used to help set priorities for the allocation of HIV services funds, in the development of the comprehensive HIV plan, and in the design of annual service implementation plans. In 2014, 684 consumers participated in the Needs Assessment survey, and the results were statistically weighted to better represent the demographic composition of all PLWHA in the Houston Area today. The last Needs Assessment was conducted in 2011.

HIV Service Needs in the Houston Area

According to the 2014 Needs Assessment, all funded HIV services in the Houston Area are needed by consumers. The top five most needed services are:

1. Primary care
2. Case management
3. Oral health care
4. Local medication assistance, and
5. Housing

Compared to the 2011 Needs Assessment, local medication assistance and medical nutrition therapy fell in terms of need among core medical services, while transportation eclipsed food pantry vouchers as the most needed non-medical support service.

Accessibility of HIV Services in the Houston Area

In addition to revealing the most needed HIV services in the Houston Area, the 2014 Needs Assessment provides information about access to those services, which helps planners better understand where barriers to services may exist.

In 2014, at least half of the consumers who said they needed each HIV service *also* said the service was easily accessible to them. There were some services, however, that were less accessible than others: housing, early intervention services in the Harris County Jail, medical nutrition therapy, and food pantry vouchers for rural clients were the five *least* accessible services according to 2014 Needs Assessment. Day treatment and primary care were the most accessible services in 2014.

Barriers to HIV Services in the Houston Area

To further understand barriers to HIV services, the 2014 Needs Assessment also gathers information about the types of difficulties consumers experience when services are not easily accessible. Overall, few barriers to services were reported in 2014. When they were reported, however, the most common are:

1. Not knowing where to go for the service
2. Not knowing how to get the service
3. Wait time
4. Lack of transportation, and
5. Believing they were not eligible for the service

In addition to the above results, the 2014 Needs Assessment includes detailed information about a variety of issues that impact access to care, including:

- Service needs and barriers at each stage of the HIV care continuum, from HIV testing and initial diagnosis to treatment and viral load suppression.
- The social, economic, health (both physical and mental), and behavioral characteristics of PLWHA that may help or hinder access to HIV care.
- Service needs and barriers specific to persons who are out of care for HIV; and
- Needs and barriers for each HIV core medical, support, and housing service currently funded in the Houston Area, presented as a series of Fact Sheets.

Together, these data are used to better understand the HIV care needs and patterns of PLWHA in the Houston Area, to identify any new or emerging areas of need, and to ultimately improve the system of HIV services so that it best meets the needs of PLWHA.

The 2014 Houston Area HIV/AIDS Needs Assessment is a collaboration between the Ryan White Planning Council, HIV Prevention Community Planning Group, Ryan White Grant Administration, Houston Department of Health and Human Services Bureau of HIV/STD and Viral Hepatitis Prevention, The Resource Group, Harris Health System, Housing Opportunities for Persons with AIDS (HOPWA), and the Coalition for the Homeless of Houston/Harris County. A total of 94 individuals assisted in the planning and implementation of the needs assessment, of which 18% were PLWHA.

For more information about the 2014 Needs Assessment, contact the Office of Support at (713) 572-3724 or visit www.rwpchouston.org.

<p>UPDATED: 10/19/15</p> <p>All meetings subject to change. Please call in advance to confirm: 713 572-3724</p> <p>Unless otherwise noted, meetings are held at: 2223 W. Loop South, Suite 240 Houston, TX 77027</p> <p>November</p> <p>2015</p>	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5 12 noon Steering Committee Room #240	6	7
	8	9 11:00 am Project LEAP Advisory Committee Room #240	10 9:30 am Commissioner's Court-World AIDS Day Proclamation	11	12 12:00 pm Planning Council Room #532 1:30 pm Waiting List Workgroup Room #532	13	14
	15	16	17 11:00 am Operations Room #240	18	19 11:00 am Joint Meeting & Quality Improvement Room #416	20	21
	22	23	24	25	26 Thanksgiving Day Office closed	27 Office closed	28
	29	30					

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

<p>UPDATED: 08/06/15</p> <p>All meetings subject to change. Please call in advance to confirm: 713 572-3724</p> <p>Unless otherwise noted, meetings are held at: 2223 W. Loop South, Suite 240 Houston, TX 77027</p>	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
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	6	7	8	9	10 12:00 pm Planning Council Room #532 2:00 pm Comp HIV Planning Room #532	11	12
<h1>December</h1> <h2>2015</h2>	13	14	15	16	17	18	19
	20	21	22	23	24 Christmas Eve Office closed	25 Christmas Day Office closed	26
	27	28	29	30	31		