



Meeting of the  
**Needs Assessment Committee**  
Susan Abramowitz PhD & Eli Camhi LMSW, Co-Chairs

Friday, November 5, 10:00–12:00 PM  
HIV Care Services/MHRA

**Members Present:** Susan Abramowitz PhD & Eli Camhi LMSW (Co-Chairs), Angela Aidala PhD, Christine Campbell, Mary Ann Chiasson DrPH, Ruth Finkelstein, Susan Forlenza MD, MPH, Robert Gass MA, MPH, Myron Gold, Joel Hernandez, Peter Jensen, Julie Lehane PhD, Howard Marcus, Ann-Gel Palermo, Eric Rude, Elena Wiesenthal, Melissa Shurkin,

**Members Not Present:** Bruce Agins MD MPH, Ken Butler, Ryan Chavez, Janet Goldberg, Joanne Hilger, Sharon L. Stancliff, Gregg Weinberg

**Guests:** Derrick Chandler, James Livigni

**OAPC Staff Present:** Grace Moon, Beth Cohen Barusek, Robert Shiau, Ingrid Gonzalez

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**Materials Distributed:**

- Meeting Agenda
- *Needs Assessment Committee Meeting Minutes* (October 6, 2004)
- Updated Needs Assessment Committee 2004-2005 Member Contact Sheet
- Needs Assessment Yahoo! Group
- *Title I Manual, Sect. VII, Chap. 1, Needs Assessment*. HRSA, 2002
- *Title I Manual, Sect. VII, Chap. 3, Comprehensive Plan*. HRSA, 2002
- *Needs Assessment Committee Guide to Data Sources*.
- October 26, 2004 Memo: *Request for Full Review of Data Sources Submitted for the Updated Needs Assessment*
- *Literature Review: Infrastructure Needs*
- *2004 Monitoring and Evaluation Update of the New York EMA Comprehensive Strategic Plan for HIV/AIDS Services, 2002-2005*, McClain and Associates, Sep 2004
- *NY EMA Consumer Focus Group Report*, August 2004
- PC Meeting Calendar: December 2004

**I. Welcome/Introductions/Review of Minutes**

Susan Abramowitz and Eli Camhi opened the meeting and introductions were made. Grace Moon reviewed the contents of the meeting packet. Mr. Camhi stated that the meeting should focus on two tasks: 1) review of the *Needs Assessment Update*; and 2) planning for Data Day 1. The minutes of the October 6, 2004 meeting were approved with no changes.

**II. Follow-Up Items**

**Review of Needs Assessment Update**

Mr. Camhi urged Committee members to read the *Updated Needs Assessment* and send comments to OAPC so that they are either incorporated into the *Updated Needs Assessment* or considered for inclusion in the addendum. Mr. Shiau clarified that the *Updated Needs Assessment* reflects data elements utilized for the last planning cycle and that the addendum will capture data from May 1, 2004 through September 30, 2004. Participants stated that CHAIN and the Title I HIV Quality Management program has relevant data that will be sent to the consultants, McLain & Associates, for the addendum.

Mr. Camhi stated that he found data limitations in the *Updated Needs Assessment*: 1) data on clinical trials; 2) mental health services and Medicaid reimbursement; 3) CHAIN cohort profiles through time; and 4) AIDS death rates.

There was an extensive discussion regarding new HIV/AIDS research, data, program evaluation studies, and re-analysis of already existing data. Dr. Forlenza commented that there is a current pilot study assessing people who are in care and aren't in care. Dr. Aidala stated that there is CHAIN longitudinal data regarding delayed care seeking that may be valuable for the addendum to the *Updated Needs Assessment*. Dr. Abramowitz discussed the need for both cross-sectional and longitudinal analysis of certain data. Mr. Camhi stated that the Needs Assessment Committee should consider all data, new and re-analyzed, that will be relevant to the Planning Council.

### **Communication Mechanism**

Mr. Shiau led a brief discussion of the Yahoo Group that had been created for the Needs Assessment Committee. The Yahoo Group will be an online resource for the voting members.

### **HRSA Requirements for Needs Assessment and Comprehensive Plan**

Mr. Shiau briefly reviewed key points from two chapters in Section VII of the *Ryan White C.A.R.E. Act Title I Manual: Needs Assessment and Comprehensive Plan*. Committee members were asked to carefully review the two chapters in order to familiarize themselves with HRSA's expectations for the two specific legislative responsibilities. Mr. Camhi also noted that committee members should become well-versed in HRSA definitions for specific terms, such as "unmet need" or "service gaps," and how HRSA's definitions differ from the one that may have been used by the Planning Council.

Ms. Moon stated that the NAC will work with the consultants, McClain & Associates, in developing the *2005-2008 Comprehensive Plan*. She explained that the Integration Of Care, Maintenance In Care, and Access To Care Committees/Subcommittees will be responsible for establishing measurable goals and objectives for the comprehensive plan, and that the NAC will be responsible for providing information/data support and guidance for that process.

### **Annotated Bibliography of Data Sources**

Mr. Shiau presented the initial draft of an annotated bibliography of data sources. The document will be updated on an ongoing basis. Mr. Camhi asked committee members to review the bibliography and examine it for data gaps, additions, and assess if there was a need for new data sources and define the limitations of the available data. Committee members recommended that a glossary of key terms and acronyms be included in the bibliography.

## **III. Request for Full Review of Data Sources Submitted for the Updated Needs Assessment**

The committee members reviewed the memorandum *Request for Full Review of Data Sources Submitted for the Updated Needs Assessment* sent to Planning Council Co-Chairs and Needs Assessment Co-Chairs, from the Access To Care Committee Co-Chairs, Rev. Troia and Eddie Santiago. There was a discussion about community input into the *Needs Assessment Update* review process. Mr. Camhi suggested that he and Dr. Abramowitz draft a response for review by the committee. There was consensus to proceed as per Mr. Camhi's recommendation.

## **IV. Data Day 1**

Mr. Camhi stated that Data Day 1 will occur in January. Members stated that the overall goal of Data Day is to have a meaningful forum for the Planning Council committees where committee members develop a skills set in using data to assess HIV/AIDS service needs. The committee gained consensus that Data Day 1 be targeted to the Access To Care, Maintenance In Care, and Integration Of Care Committee/

Subcommittees. In addition, there was agreement that the format be changed to include both tutorial and workgroup sessions.

**V. Next Meeting Time**

The next meeting is December 3, 2004, 10:00 AM–12:00 PM, Location: TBD

**VI. Adjournment**

The meeting was adjourned.

<b>I. Follow-Up Issues</b>	<b>Due</b>	<b>Responsible Party</b>
⇒ Review <i>Needs Assessment Update</i> and identify: <ul style="list-style-type: none"> <li>▪ Data updates (Epi, CHAIN, Title I, HIV Qual)</li> <li>▪ Areas where the data shows significant change/progress since the publication of the Update</li> </ul>	Immediate	All NAC members
⇒ Setting up communication mechanism to facilitate Committee communication (i.e. Yahoo Group)	Before next meeting	OAPC: Robert Shiau
⇒ Continue updating of data resources annotated bibliography and include terms, acronyms and definitions	Ongoing	OAPC: Beth Barusek
Memo in response to <i>Request for Full Review of Data Sources Submitted for the Updated Needs Assessment</i> from Access to Care Committee	Before next meeting	Dr. Abramowitz and Mr. Camhi for review by the NAC
Planning for Data Day 1 targeted to the Access to Care, Maintenance in Care and Integration of Care Committees.	Ongoing	NAC
Plan for an Epi 101 technical assistance workshop.	TBD	Dr. Aidala and Dr. Abramowitz

