

Needs Assessment & Evaluation meeting

Microsoft Teams

September 22, 2020

9:00 am – 11:00 am

Meeting Summary/Minutes

NA&E Committee Members Present:	
Alejandro Aguilera	Lesa Nelson
Thu Danh	Asneth Omare
Javi-Andrews Mendoza	Sarah Schiele
NA&E Committee Members Absent:	
Alissa Fountain	John Vener, MD
DJ Rotz	
Hennepin County (Part A Representative:	
Aaron Peterson	
DHS (Part B) Representative:	
Dennis London	
MDH (Prevention) Representative:	
McKinzie Woelfel	
Guests:	
Ann Bensen	Jacob Melson
Audra Gaikowski	Miranda Kunz
Jonathan Hanft	Jared Shenk
MCHACP Staff:	
Richard Puella (minutes)	Carissa Weisdorf (Council coordinator)

I. WELCOME AND INTRODUCTIONS:

Lesa Nelson called the meeting to order at 9:00am, and introductions were made.

II. Review & approval of July meeting minutes & proposed agenda:

After review, the July minutes and proposed agenda were unanimously approved.

III. Update on 2020 HIV/AIDS Comprehensive Needs Assessment:

Miranda Kunz provided an update on the 2020 HIV/AIDS Comprehensive Needs Assessment. She reminded the committee that this project is a collaborative effort between the Department of Human Services (DHS), Hennepin County, and the Minnesota Council for HIV/AIDS Care and Prevention (MCHACP). The online survey and phone interviews are the main methods of data collection being used.

- For phone interviews, Ryan White subrecipients will reach out to clients to obtain initial consent to contact clients. English and Spanish phone interviews are available, and other languages are offered through the language line.

- Paper surveys have been rolled out and are available in English and Spanish. These are available to clients by mail who request them. The NA2020 team is working with providers for distribution as well.
- As of September 21, 546 of 664 (82%) have been collected. 360 have been through online surveys, 184 have been through phone surveys and 2 paper surveys.
- The NA2020 teams provide updated demographic targets and goals they have set.
 - Obtain 150 responses from Greater MN
 - Obtain 100 responses from Africa-born clients
 - Obtain 100 responses from Hispanic clients
 - Obtain 30 responses from American Indian clients
- Next steps include an extension of the timeline from August 31 to October 31, 2020. Continued phone surveys with a focus on engaging African-born and Hispanic clients, greater MN clients and gender minorities, and continued promotion of the online survey.
- Asneeth Omare questioned who receives the paper surveys. She also noted for the future, paper surveys should be available from the start.
 - Audra noted that paper surveys have been for clients who call the NA2020 hotline and request a paper survey.
 - Miranda mentioned that paper surveys have been sent to Open Arms to be distributed with meals.

IV. Review results of the Part A Assessment of the Administrative Mechanism:

Richard Puella presented the [results](#) of the FY19 Assessment of the Administrative Mechanism.

- The survey was sent to Part A providers on July 20, and closed August 3 (2 weeks).
- A total of 11 responses were received by providers.
- Council members were sent their survey on August 21 and closed on September 7 (2 weeks).
- At total of 22 of 24 council members responded to the survey.
- The results were overall positive, with all providers agreeing that objectives were met, and 20 of 22 council members agreeing that all objectives were met.
- Unfortunately, of the council members that disagreed, no feedback, suggestions or corrective actions were provided.

Jonathan Hanft noted that the results of the Assessment will be reported in the FY 2021 grant application, which staff are currently working on now. He also took a moment to thank everyone for taking the survey.

V. Review evaluation results of Priority Setting and Resource Allocations process:

Carissa Weisdorf presented the results of the evaluation. A similar survey that was used two years ago was used for this year's survey. However, there were some additional questions about virtual participation, the drop in Q&A sessions, and the data dashboard.

- Carissa pointed out a comment from the survey, "I think we need to get in the habit of reviewing the data dashboard often so people can get used to seeing data in that way."

This is something the Needs Assessment Committee should consider and how that could be presented at every meeting.

- She noted a comment that suggested role playing how to plan and move allocation proposals was discussed by the Planning and Allocations Committee and forwarded to the Membership and Training Committee to consider adding that as a training for the council.

Alejandro Aguilera agreed that regular review of the data dashboard is a good idea and could be used when the committee presents the service areas to the council. Lesa Nelson felt that review could be done every other month or quarterly.

- Aaron Peterson suggested focusing on specific views for every dashboard review. For example, services data, financial data, insurance data, etc. He asked that a committee member be involved and help develop ideas and insight on the dashboard that could be used to help build a training for the Council.
- Sarah Schiele agreed to help and be a part of the process.

VI. New Business/unfinished business: No new business was discussed

VII. Agenda for next meeting:

- Review data on Goals 1-2 of integrated plan
- Service areas and data dashboard trainings

VIII. Announcements: Asneth Omare noted that “the walk to end HIV,” put on by JustUs Health will be on October 10th.

IX. Adjourn: Meeting was adjourned at 9:50am

Meeting Summary

- Committee agreed to regularly review the data dashboard either every two months or quarterly.
- Sarah Schiele agreed to assist Aaron Peterson and staff develop data dashboard training.

Documents distributed for meeting

- 2020.09.22 NA&E agenda
- 2020.07.28 NA&E minutes
- FY2019 AAM results
- Results of 2020 PSRA evaluation
- FY 2020 NA&E Workplan