

Needs Assessment & Evaluation meeting

Microsoft Teams

October 27, 2020

9:00 am – 11:00 am

Meeting Summary/Minutes

NA&E Committee Members Present:	
Thu Danh	DJ Rotz
Alissa Fountain	Sarah Schiele
Lesa Nelson	John Vener, MD
Asneth Omare	
NA&E Committee Members Absent:	
Alejandro Aguilera	Javi-Andrews Mendoza
Hennepin County (Part A Representative:	
Aaron Peterson	
DHS (Part B) Representative:	
Dennis London	
MDH (Prevention) Representative:	
Jared Shenk	
Guests:	
Mei Ding	Jacob Melson
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 September minutes and proposed agenda were unanimously approved.

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

Aaron Peterson provided a brief update on the status of the comprehensive needs assessment.

- Final collection date has been set for November 30, 2020.
- There has been a greater response rate from greater Minnesota in the past 2 weeks.
- Focus continues to be on individuals who are African born and Hispanic.
- Over 700 surveys have been collected.

For the November NA&E meeting Aaron asked the committee to think about what type of reports this committee wants from the survey. In terms of the questions that should be asked from the data and are there other groups beyond the council that the results should be presented to (eg. Community groups).

IV. Review Goal 1 and 2 data on integrated plan monitoring table: Carissa Weisdorf provided a brief overview of the “*Monitoring Plan Reporting Table.*” She noted that today’s meeting is set up to review the most recent data in the monitoring table, and November’s meeting will be used to develop strategies to help meet goals.

- Jared Shenk from Minnesota Department of Health (MDH) presented data points from goal 1 and goal 2, on the “*Monitoring Plan Reporting Table.*” He pointed out that some data is not available today because MDH’s epidemiology team has been reassigned to COVID-19 related work.
 - A question was asked, “is there a reason that the goal 1 number are mostly not on track? Are the goals realistic? Jared referred to goals 1.2, 1.3 and 1.4 would be a good question for the prevention unit, in terms of goals needing to be adjusted.
- Aaron Peterson mentioned that the surveillance unit released 2020 year to date numbers, and noted that, next year, 2020 numbers may be misleading due to COVID-19. Jared Shenk confirmed that surveillance does release data on a monthly basis but cautioned against preliminary data as it hasn’t been “cleaned” yet.
- Aaron Peterson from Hennepin County (HC) and Jake Melson for the Department of Human Services (DHS) presented data on goals 2-3 on the “*Monitoring Plan Reporting Table.*” Jake encouraged everyone to spend some time and review the data presented in the Monitoring Plan Reporting Table and look at the trends and think about why some sub-populations are more likely to be retained in care or virally suppressed.
- Carissa Weisdorf explained the next step is to review and update our report on Goals 1 – 3 and said members can view the current report at <http://www.mnhivcouncil.org/planning--allocations.html>. She encouraged everyone to review it before the next meeting. Please bring any ideas or suggestions for meeting goals.

V. Service areas and data dashboard trainings: Carissa Weisdorf referred to the evaluation of the Priority Setting & Resource Allocation process and referred to a comment a member made who wanted to become more familiar with the dashboard. She mentioned that the NA&E is not currently reviewing the dashboard regularly. Carissa suggested incorporating regular review of the dashboard at every other council meeting.

- Asneth Omare mentioned the importance of teaching everyone what the different screens mean on the dashboard and how to navigate between the screens. She recommended a focus on informing people that this information exists and explain how to look and understand the data on the dashboard.
- Sarah Schiele suggested when presenting to the council to make it more of an engaging experience by putting people in small groups. Carissa agreed and mentioned one lesson that was learned from the allocations process was, once in small groups one person would be assigned as the “group leader.” She noted that if this committee wanted to present this to the council in small groups then a member of the NA&E could be the group leader. Examples of responsibilities would be:

- Opening the data dashboard
- Sharing their screen and going through different options based on the discussion on how to find data.

Asneth Omare suggested having a presentation all together and then break out into small groups and discuss the service area being presented and ask those to note any observations and questions to discuss in small groups.

- Alissa Fountain agreed with the idea of small group discussion and committee members as facilitators.
- John Vener felt it's important to allow adequate time for council members to have conversations about the topics being presented.
- Thu Danh felt that when these presentations happened in the past it was only the few who normally participate in discussion, while most just passively listen. Thu liked the idea of small group discussion.
- Aaron Peterson suggested asking council members to come with a question to answer; for example, "how many African Americans access Emergency Financial Assistance (EFA)?" and small groups would explore how to answer those questions using the dashboard.
- Dennis London suggested having each group have a sub-theme to discuss in depth and the facilitator for each group report to the council.
- Jacob felt that questions coming from council members would be more meaningful than coming from the data team.
- The committee felt that this should be revisited in January.

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

VII. Agenda for next meeting:

- Review data on Goals 1-2 of integrated plan
- Prepare a report for PAC
- NA2020 reporting needs
- Distribute planning council meeting evals

VIII. Announcements: No announcements were made.

IX. Adjourn: Meeting was adjourned at 10:22am

Meeting Summary

- Committee heard update on the 2020 HIV/AIDS Comprehensive Needs Assessment.
- The committee reviewed goal 1 and 2 data on integrated plan monitoring table.
- The committee discussed service areas and data dashboard trainings and agreed to revisit this topic in January.

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Documents distributed for meeting

- 2020.10.27 NA&E agenda
- 2020.09.22 NA&E minutes
- 2020.10.15 Monitoring Plan Reporting Table
- FY 2020 NA&E Workplan

RP/cw