



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

Friday, December 3, 2004, 10:00–12:00 PM  
APICHA

**Members Present:** Eli Camhi LMSW (Co-Chair), Angela Aidala PhD, Christine Campbell, Ryan Chavez, Mary Ann Chiasson DrPH, John Chin (alt. for Ruth Finkelstein), Susan Forlenza MD MPH, Robert Gass MA MPH, Myron Gold, Janet Goldberg, Joanne Hilger, Peter Jensen, Howard Marcus PhD, Ann-Gel Palermo, Melissa Shurkin, Gregg Weinberg

**Members Not Present:** Susan Abramowitz PhD (Co-Chair), Ken Butler, Joel Hernandez, Julie Lehane PhD, Eric Rude, Sharon L. Stancliff, Elena Wiesenthal

**Guests:** Alison Chi, Cameron Craig, LaVerne Holley, James Livigni

**OAPC Staff Present:** Grace Moon, Robert Shiau, Steve Bailous

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**Materials Distributed:**

- Meeting Agenda
- *NAC Meeting Minutes* (November 5, 2004)
- Meeting Report – *Committee Chairs Planning Workshop, November 12, 2004*, Emily McKay, HRSA Consultant
- November 17, 2004, Memo from the Co-Chairs of the NAC to the Access to Care Committee: *Request for Full Review of Data Sources Submitted for the Update to the Needs Assessment*
- October 26, 2004, Memo from the Co-Chairs of the Access to Care Committee to the Planning Council Co-Chairs and Needs Assessment Co-Chairs: *Request for Full Review of Data Sources Submitted for the Updated Needs Assessment*
- Save the Date Flyer – *Data Day 1, January 21, 2005*
- *Draft Agenda – Data Day 1*
- PC Meeting Calendar: December 2004

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

Eli Camhi opened the meeting and introductions were made. Minutes from the November 5, 2004 meeting were reviewed and approved.

Myron Gold expressed concern that comments made by PLWH at the last meeting, such as those related to utilization of mental health services and HIV over 50, were not quoted in the minutes. Mr. Camhi stated that the tape recording of the meeting acts as the official documentation of the meeting and that the minutes are a summary of key points of discussion, decisions made, actions taken, and items for follow-up. The group gained consensus that there be a section in the minutes, “PLWHA,” dedicated to comment made by PLWHAs at the meetings.

Rob Shiau stated that there is a solicitation process for new members for the Consumer Committee and the Access To Care and Maintenance In Care Subcommittees. Applications were distributed at the meeting and are also on the Planning Council (PC) website at [www.nyhiv.org](http://www.nyhiv.org).

## **II. Follow-Up Items**

### **Committee Chairs' Planning Workshop Report**

Grace Moon stated that the purpose of the Committee Chairs' Planning Workshop was to clarify roles and responsibilities of the PC's committees and subcommittees. Mr. Camhi stated there was much discussion focusing on the role of the Needs Assessment Committee (NAC) in the newly restructured Planning Council. He urged committee members to read the report. The report states that the overarching role of the NAC is to provide data coordination, identify data gaps, develop outcome evaluation measures, and produce a comprehensive needs assessment or "data and analysis" report.

The report stated that the consensus was to shift the planning process from a one-year cycle to a three year cycle. During the first year, the NAC is responsible for: 1) serving as data channel and coordinator; 2) requesting input from other committees as it plans its work; 3) coordinating data gathering and analysis; 4) overseeing the needs assessment report; 5) providing data to the other committees; and 6) presenting data at the Data Days. Ms. Hilger recommended that the NAC fully discuss the implications of shifting to a three-year planning cycle in terms of annual planning, goal setting and achievement of objectives.

Mr. Gold asked about the status of access to client-level. Mr. Gass responded that there is a client level data project currently being implemented in agencies receiving Title I funding. Dr. Aidala stated that the primary purpose of CHAIN research, in utilizing a random sample of PLWH, is to provide client level data. Mr. Weinberg stated that Title I funds only 3 to 4% of HIV/AIDS services and that Medicaid data and other AIDS Institute data would be valuable in acquiring client level data. The group also discussed the need for data about client satisfaction.

## **III. Data Day 1 Planning**

### **Data Day Agenda**

Mr. Camhi stated that at the last NAC meeting, there was agreement that the overall goal of Data Day 1 is to have a forum where committee members develop skills sets 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, and that there would be an interactive forum in addition to the day's presentations.

Mr. Camhi stated that at the Committee Chairs Planning Workshop, there was agreement that the "Comprehensive Model of Care," being developed by the Integration of Care Committee, and the *Comprehensive Strategic Plan*, being developed by McClain and Associates, be shared with the ATC and MIC subcommittees for input and feedback in terms of goals, objectives, and outcome measures. The group gained consensus these should be on the agenda for Data Day 1

Mr. Camhi stated that it would be valuable to have McClain & Associates and the research teams attend Data Day 1 for both tutorial purposes as well as to answer questions. Mr. Weinberg stated that an important question for Data Day 1 is to determine New York City need in terms of models of care and services for PLWHAs. The discussion focused on utilizing Data Day 1 as a forum to: illustrate a comprehensive model of care; provide an overall epidemiological profile; identify what data is available; identify data gaps; and determine what data is important in order for committees to do their work in re-ranking service priorities and determining allocation of funds.

**Evaluation Questions**

**CHAIN:** Dr. Aidala stated that the strength of CHAIN data is the capacity to address how people access care and become aware of their status; who delays entry into care; and who and why people fall out of care and re-enter care. CHAIN looks at “pathways,” i.e., where people enter care and how they navigate their way through the system of care. Additionally, CHAIN can illustrate service linkages and what proportion of clients enter at what type of sites, i.e., community clinic, emergency room, jail, etc.

**NYAM:** John Chin stated that the strength of NYAM data is the capacity to address health outcomes, more specifically functional health status, as well as identify what types of programs promote access to and maintenance in care.

**PAGNONI & ASSOCIATES:** Ms. Shurkin stated that the strength of Pagnoni & Associates MAI evaluation data is its geographic specificity. The data addresses HIV/AIDS care in those geographic areas in NYC most affected by the epidemic.

Ms. Hilger addressed the fact that new committee members may not know what P & E initiatives are funded by the Planning Council. She suggested that this listing be sent out along with the committee minutes.

There being no more time, it was decided that there be a conference call to further discuss the Data Day 1 agenda with NAC participants, evaluators and co-chairs from the IOC, ATC and MIC committees.

**PLWHA**

Myron Gold discussed the issue that Medicaid and Medicare is not reimbursing PLWHAs for certain medications and that advocacy is necessary. He also recommended that the NAC address PLWHA utilization of mental health services as well as availability of services for PLWHAs over 50. LaVerne Holley stated that there are still inherent problems of conflict of interest in the Planning Council.

**Next Meeting Time**

The next meeting is January 7, 2005, 10:00 AM-12:00 PM, Location: APICHA

**III. Adjournment**

The meeting was adjourned.

	<b>I. Follow-Up Issues</b>	<b>Due</b>	<b>Responsible Party</b>
	Schedule a conference call with the NAC; the IOC, ATC and MIC Co-Chairs; and evaluators to further discuss the agenda for Data Day 1.	Immediately	OAPC: Rob Shiau and Beth Barusek
	Planning for Data Day 1 targeted to the IOC and ATC and MIC subcommittees.	Immediately	NAC, OAPC
⇒	Provide listing of Planning Council funded evaluation initiatives to the NAC.	Immediately	OAPC: Beth Barusek
⇒	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.	Completed	Dr. Abramowitz and Mr. Camhi with review by the NAC
	Plan for an Epi 101 technical assistance workshop.	TBD	Dr. Aidala and Dr. Abramowitz