



HIV Health Services Planning Council
NEEDS ASSESSMENT WORK GROUP
DRAFT MINUTES
Tuesday, March 6, 2006
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3:30-5:00 pm

Committee Members Present: Newell (co-chair), Flores (co-chair), Hicks, Kanios, Kleffner

Committee Members Absent: Oropeza, Siron

Other Council Members Present: None

Others Present: Erika Takada (Harder+Co),

Council Support Staff: Jack Newby, Ray West

1. Introductions

The meeting was called to order at 3:40 p.m. and everyone introduced themselves.

2. Review/Approve Agenda

The Agenda was reviewed and approved by consensus.

3. Announcements

The new San Francisco CARE Council website has been launched.

Jimmy Loyce is retiring from the AIDS office.

4. Public Comment

There was no public comment.

5. Review of Results of Data Review of 2005 Large Scale Needs Assessment

Ms. Takada presented the Women and Transgender – MTF Findings from the 2005 SF EMA/AIDS Health Services Needs Assessment. Results presented included answers to questions regarding:

Demographics –

- County
- Race/Ethnicity
- Residency
- Language
- Sexual Orientation
- Education
- Current Work Situation
- Income
- Current Residence
- On housing waiting list?

- Living with Children
- Do you have health coverage?
- Types of Health Coverage
- Benefits

Health Status

- HIV Status
- Mode of Transmission
- Diagnosed with AIDS?
- Where do you receive care most often
- Last Visit with a Doctor
- Out of Care Population
- How often did you get medical care in the last year?
- Severe Need Population
- Diagnosed Diseases
- Other Conditions/Chronic Diseases
- Health Status
- Ever taken HIV Medication?
- Prescription Reimbursement
- HIV/AIDS Medication
- How often have you skipped taking your HIV/AIDS medication as prescribed?
- Reasons for Skipping Medication Dosages
- Received Mental Health Treatment since Diagnosed?
- Types of Mental Health Services Used (past 2 years)
- Diagnosed Mental Health Conditions
- Received Substance Use Treatment since Diagnosed?
- Substance Use Counseling or Treatment Types
- Ever Injected hormones or steroids?
- Substance Use Type (ever used)
- Injected street drugs in the past year
- How often did you share needles?

Prevention with Positives

- Perceived Risk

Service Utilization

- Service Rankings
- Food
- Case Management
- Housing
- Transportation
- Health Care
- Client Advocacy
- Substance Use
- Mental Health
- Day/Respite Care

6. Recommendations for further study based on Data Review

The group will discuss the data and make recommendations for further study.

Ms. Takada presented the Recommendations and Ideas for Further Research from Harder+Co.

These recommendations included:

Focus Groups (5)

- Pick 2 or 4 and reserve 1 or 2 for follow-up needs
- Latinas
- Black/African American Women
- Substance Users
- Women with children?

In-depth Interviews (35)

- Overall sample or oversample
- Topics to cover: housing, substance use, case management

The committee discussed methods and locations for recruitment of 12-15 people for each Focus Groups to include:

- One (1) African in American Women
- Two (1) Latinas (specifically one in San Mateo County and one in San Francisco)
- One (1) Transgender
- One (1) Reserve

In-depth interviews will include phone interviews and address issues that include but are not limited to:

- Transportation
- Use of medical services
- Health Care

Protocol of questions will be developed and presented to the Committee for review. Existing survey questions will be used as the base of the interview questions.

7. Inclusion of San Mateo and Marin Counties into the Project

The group discussed how the priority population will be included and accessed in San Mateo and Marin Counties.

San Mateo Latina population is concentrated for a focus group.

Invitation will be inclusive of all three (3) counties in the EMA.

8. Development of Needs Assessment Timeline - VOTE

The following calendar was determined by the committee:

Final deadline for presentations is May 28th, 2007.

Planning committee deadline is May 8th.

Needs Assessment Work Group deadline is the first week of May 1st, 2007.

All focus groups and interviews will be conducted in April and the rest of March will be used for preparation.

Calls for recruitment of the focus groups will occur during the month of March/April.

The deadline for presentation of data to the Needs Assessment Work Group will be May 1st, 2007.

The next meeting to review the protocols will be March 26th at 3:30 p.m. at the State Building prior to the CARE Council Meeting.

Action – approval of timeline (Kleffner/Hicks)

Vote

Unanimous

9. Next Meeting Schedule & Agenda Items

Next Agenda

- Review and approve February 14, 2007 Minutes
- Review and approve March 6, 2007 Minutes
- Review Data Collection Protocol
- Review and discuss Women's Forum

Next Meeting

- The next meeting is scheduled for March 26th at 3:30 p.m. The location of the next meeting is tentatively the State Building, Benicia Room.

10. Adjournment

The meeting adjourned at 4:40 p.m.

Action Items

Review and approve February 14, 2007 Minutes

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.