



**HIV Health Services Planning Council
Consumer and Minority Affairs
Needs Assessment Work Group
DRAFT Minutes
Wednesday, April 16th 2008
25 Van Ness Avenue Room 330B
4:00-6:00pm**

Committee Members Present: Allgaier, Heath, Molnar, Ramos

Other Council Members Present: Andrews

Others Present: Erica Takada (Harder & Co.), Maricela Pina, (Harder & Co.), Eric Whitney, (Independent Consultant)

Council Support Staff Present: Jack Newby, Channing Wayne

1. Welcome and Introductions

The meeting was called to order at 4:05 by Co-Chair Allgaier and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Minutes of the April 3rd, 2008 meeting to be reviewed at the next regular Committee meeting

4. Review/Discuss Needs Assessment Survey Tool

A page by page review of the Needs Assessment Survey Tool was held. Discussion included:

- Should the survey add other specific categories of ethnicities in number 5?
 - The consultant responded by saying that the unspecified categories in the past were few to zero and that the small amount of responses did not quantify the data enough to matter and in interest of brevity, the survey chose to leave them off.
- There should be a category for homeless people residing in homeless shelters for question 12.
- A comment on question 15A was that the survey should include Healthy San Francisco.
- For question 16, ADAP, CAPI and CARE HIPP should be added.
- In order to fully address duplication of services, question 17 should be phrased to include what number of agencies and what services from each agency a participant is receiving.
- Question 18a should have a space for country of positive test.
- The second added question under number 18 should include outreach worker as well as media campaign.

- Question 19 should ask if the client received a referral for medical care as well as if client was ever denied a test due to the demographic that they fall into.
- It was felt that after question 29 regarding Hepatitis, a follow up question of whether the client had been referred to a specialist should be added.
- Question 24b should include as a choice community health campaign.
- Add cancer to question 29c.
- Question 32 should add Healthy San Francisco.
- Question 33 should add drugs for Hepatitis.
- Add depression or hopelessness to question 35.
- Question 41b should also add a part to include asking if there were any services that the client has been denied and if so, why? It should also list the categories and then ask the client to rate their top 3 choices.
- Question 42a should somehow capture if the client had to wait for the service. It should also be rephrased by adding Other Support Services to Case Management.
- 42c should include Housing Information and Advocacy as choice number 2.
- 42g should remove option 10 as it is duplicative of question 42a.
- 43 - Accessing the Services You Need should include more specific examples of barriers to accessing the services for such reasons as sexual orientation, gender, mental health and age. The consultants will rework this question to better reflect the wishes of the Committee.
- Question 43a should separate out health care and medical services from other support services.
- Change 48 to simply read ...injected any drugs... from ...injected any street drugs....
- On the last added question about stigma, delete sub-question number 4 as it is duplicative of number 3.
- The committee would like to know if clients are more satisfied with the COEs or less satisfied.

5. Review of Process and Next Steps by Harder+CO

The group reviewed the process and next steps by Harder+CO. Discussion included:

- The consultants will take the data back to their office and make the acceptable recommended changes. They will email a copy to all committee members. They will begin conducting the surveys in May, about 2 weeks from now.

6. Next Meeting Date and Agenda Items

The next meeting will be Wednesday April 23, from 4:00-6:00 PM.

7. Adjourn

The meeting was adjourned at 5:35 PM by Co-Chair Allgaier.