## Mini-Training on Needs Assessment

January 15, 2019

HIV Planning Council Comprehensive Planning Committee Slides adapted by Office of Support from Planning CHATT Module 2.2 Roles and Responsibilities presentation

## **Training Objectives**

# Following the Needs Assessment training, participants will be able to:

- Understand the purpose of conducting needs assessments
- 2. List required components of a needs assessment
- Describe how required components of a needs assessment fit with the Austin TGA 3 year assessment cycle
- 4. Describe how needs assessment results inform how best to meet the need for HIV services through directives, priority setting, and resource allocation

# Purpose of the Planning Cycle: Putting the Pieces Together



## **Expectations: Needs Assessment**

- Determine what services are needed, what services are being provided, and what service gaps exist, overall and for particular populations, both in and out of care
- Includes obtaining PLWH input on service needs and gaps

## **Needs Assessment**

- PC has primary responsibility and "ownership" design, direct work or oversight of consultants or volunteers
- Recipient provides support but not leadership data, help in hiring a consultant if one is needed, staff assistance
- Active community involvement needed especially consumers and providers
- Need a multi-year plan for assessing needs of PLWH in and out of care
- Presentation of findings in user-friendly formats as input to decision-making, especially priority setting and resource allocation

## **Components of Needs Assessment**

- 1. Epi profile of HIV and AIDS cases and trends
- Estimate & characteristics of PLWH with unmet need –
   PLWH who know their status but are not in care
- Estimate & characteristics of individuals with HIV who are unaware of their status
- 4. Service needs & barriers for PLWH in and out of care
- Existing system of care including a resource inventory and profile of provider capacity & capability
- 6. Assessment of service needs, gaps, and disparities in access to services, based on *all* needs assessment data

## **Three-year Plan DRAFT**

	Year 3 (2019)	Year 1 (2020)	Year 2 (2021)
Epi profile of HIV and AIDS cases and trends	<ul><li>Annual grant app.</li><li>Annual DSHS Data Presentation</li><li>EIIHA Data</li></ul>	<ul><li>Annual grant app.</li><li>Annual DSHS Data Presentation</li><li>EIIHA Data</li></ul>	<ul><li>Annual grant app.</li><li>Annual DSHS Data Presentation</li><li>EIIHA Data</li></ul>
Estimate & characteristics of PLWH with unmet need – PLWH who know their status but are not in care	Annual grant application	Annual grant application	Annual grant application
Estimate & characteristics of individuals with HIV who are unaware of their status	Annual grant application	Annual grant application	Annual grant application
Service needs & barriers for PLWH in and out of care	Special Studies	PLWH Survey	Qualitative Data: Focus Groups and Key Informant Interviews
Existing system of care including a resource inventory and profile of provider capacity & capability	Allocations Committee receives resource inventory and provider survey responses as part of PSRA process		
Assessment of service needs, gaps, and disparities in access to services, based on <i>all</i> needs assessment data	February 2019 How best to meet the need Recommendations		

## How Best to Meet the Need

- Planning Council is responsible for the allocation of Ryan White funds to best meet the service needs of PLWH in the Austin TGA
- Deciding how best to meet the need requires careful review of all needs assessment data elements to inform
  - Priority Setting
  - Resource Allocation
  - MAI Program
  - Directives (instruction on how a funded service category can best serve the community)

## COMPREHENSIVE PLANNING LOGIC MODEL

#### **INPUTS**

#### COMP PLAN MONITORING

- Quarterly Community Updates
- Annual Data Indicators
- Other community/ state/national plans

## SERVICE NEEDS OF PLWH

2018: Survey Data 2019: Qualitative Data 2020: Special Studies

## EPIDEMIOLOGICAL PROFILE

- Grant application
- APH/ DSHS Data Presentation
- EIIHA Data

## **PROCESS**

#### Comp Plan Update

- Update Comp Plan to align with community initiatives/activities
- Identify gaps in implementation
- Prioritize activities
- Regular updates on Implementation of plan

#### Data Analysis

Analysis of needs assessment and presentation.
Worksheet to identify key takeaways and prioritize issue areas.

<u>Process Review</u> Quarterly needs assessment process review and update

## **OUTPUTS**

#### <u>Comprehensive</u> Plan

- Update and Prioritize
- EIIHA Plan

#### Recommendations

- Priority Setting
- Allocations
- MAI Program
- Directives
- Etc.

#### **Needs Assessment**

Needs Assessment
Data Collection Plan

## **OUTCOMES**

Community needs and priorities are clearly identified

The Comprehensive Plan, including EIIHA Plan, is reflective of community priorities and needs

Ryan White Part A services are designed to address community priorities and needs