

**Needs Assessment and Evaluation Committee**  
**Tuesday February 27, 2024**  
**9 – 11:00 a.m.**  
**Microsoft Teams Meeting**  
**Meeting Minutes**

<b>Committee Members Present:</b>	
Alejandro Aguilera (co-chair)	John Vener, MD
Alissa Fountain	Moua Xiong
Calvin Hillary Hylton	Carol LaBine
Lesa Nelson	
<b>Committee Members Absent:</b>	
Joe Amrhein (co-chair)	
<b>Guests:</b>	
Mei Ding, Hennepin County	Cody Raasch, Hennepin County
<b>Hennepin County (Part A) Representative:</b>	<b>DHS (Part B) Representative:</b>
Eriika Etshokin, Hennepin County	None
<b>MDH (Prevention) Representative:</b>	<b>MDH (Surveillance) Representative:</b>
McKinzie Woelfel	Hannah Giles
<b>MCHACP Staff:</b>	
Jeremy Stadelman, Council Admin Spec	

**Quorum? Yes**

- I. **Welcome and introductions:** Lesa Nelson called the meeting to order at 9:07 a.m. Introductions were made.
- II. **Review and approval of January 23, 2024 meeting minutes. Review and approve proposed agenda.**
  - The January 23 minutes were approved as written.
  - The proposed agenda was reviewed and approved as written.
- III. **Review service utilization data & and guidelines for presenting PSRA data**  
*Jeremy Stadelman, Council Administrative Specialist*
  - Jeremy reviewed the **PowerPoint presentations for Outpatient/Ambulatory Health Services (OAHS) and Substance Abuse (Residential) Services.**
    - Alejandro notes that OAHS could be a way for clients to stay retained in care and ultimately reach viral suppression. OAHS could

in both Retained in Care and Virally Suppressed on the Care Continuum.

- Cody noted that this was noted in Virally Suppressed before because anyone who is receiving OAHS is automatically “Retained in Care” because they’ve had an outpatient visit.
- A committee member asked how OAHS providers are selected. Eriika responded that when Requests for Proposals (RFPs) are issued, the appropriate Service Standard is included and proposers must demonstrate an ability to adhere to the Service Standard in their proposal.
- Alejandro notes, in response to the dip in funding from FY19 to FY20, that Substance Abuse service numbers may reflect both the pandemic public health emergency and the subsequent emergence of telehealth options.
- Alejandro notes that the “non-funded” services have historically been lumped into one presentation. This year, committee co-chairs have decided to do OAHS, Substance Abuse (Outpatient), and Substance Abuse (Residential) presentations together based on prior service prioritization and the current HIV outbreak among those experiencing homelessness.

#### IV. Review Stratified Survey Samples

*Cody Raasch, Hennepin County Data Analyst*

- Cody presented the **Proposal for NA2025 Sample Sizes**
  - The Sample Size for NA2025 will include clients in Greater Minnesota and the TGA, not including the two counties in Wisconsin because those counties are too small to include significant prevalence.
  - The stratified sampling for specific populations was determined by taking that population’s proportion of the population in the geographic area.
  - The total sample sizes for the NA2020 were: TGA, 366; Greater MN, 298; Total, 664. Cody presented this data broken out by demographic.
  - Alejandro asked about a sub-group for Greater MN clients and Cody clarified that there is a separate group for Greater MN clients which includes 318 clients, who are then stratified into population groups. Alejandro asks about having a subgroup of Wisconsin clients.

- **MOTION:** Alejandro Aguilera moved that clients from the Wisconsin counties be included as one of the sub-group categories. With no second, the motion failed to proceed.
- **MOTION:** Alejandro Aguilera moved that the sample size presented be doubled, to reach at least 1,370 respondents. Calvin Hillary Hylton seconded.
- **DEBATE:** During debate, Calvin asked if there is capacity to manage soliciting this number of responses. Cody responded that there is analysis capacity and that a plan to gather responses in-person may present more capacity challenges. Calvin asked if there's already a plan in place for handling the survey, and if not when it would be developed. Cody responded that methodology will be determined following the determination of sample size. Alissa asked if this puts additional stress on providers. Alejandro noted the number of data analysts working on the project and the emphasis that will be put on promoting the survey. Cody presented a brief overview of methodology to inform members' votes, noting that clients will be able to complete survey in-person at the provider sites, online, or over the phone. Cody noted that the newly proposed subject size would be about 13-14% of all HIV cases in Minnesota and about 25-30% of all Ryan White clients in Minnesota. Hannah noted that this would be a good representative sample size. Mei noted that there may need to be additional recruitment methodology to reach the second half of respondents.
- **VOTE:** With 5 ayes and 1 noes, the motion carries.

## V. Plan Survey Methodology

- Cody presented the ***Proposal for Survey Methodology***
- Cody noted that they are recommending hiring bilingual interns and asked for feedback on the languages that should be prioritized with English and Spanish speaking interns working on the project in 2020. Alejandro noted that importance of having the survey available in Spanish and including African-born client communities.
- Calvin noted the importance of finding key influencers/gatekeepers in sub-groups such as the Somali community, to reach clients and build trust.
- Cody asked for committee feedback on disseminating paper surveys, noting that it would need to be transcribed into Qualtrics for data analysis.
- Committee members noted that online resources are easier to administer but that paper surveys should be available for clients with technical barriers.

- Languages to include are English, Spanish, Amharic, Oromo, Swahili, Burmese, Karen, and Somali.

#### **VI. Unfinished Business / New Business**

- Alejandro noted that he is submitting a workplan to DHS for an ESCALATE MN project that addresses the role of stigma in Ryan White services enrollment for the Latinx community.

#### **VII. Set agenda for next meeting**

- Co-chair election
- Determine survey variables
- Review home & community based health services and housing services data
- Review council and committee operations evaluation results

#### **VIII. Announcements**

- None

#### **IX. Adjourn**

- Lesa Nelson adjourned the meeting at 10:47 a.m.

#### **Meeting Summary**

- The committee reviewed service utilization data & and guidelines for presenting PSRA data.
- The committee reviewed both stratified survey samples and survey samples.
- The committee approved a motion doubling the survey sample size for the 2025 NA.

#### **Documents distributed before the meeting:**

- Proposed agenda
- January 23 meeting minutes
- OAHS and Substance Abuse – Residential MCHACP Presentation
- NA2025 Methodology Proposal
- Sample Size Methods

#### **Additional documents distributed during the meeting:**

- Guidelines for presenting PSRA data
- Medical nutrition therapy and food bank/home delivered meals MCHACP presentation
- NA2025 Goal Proposal committee approved
- NA2025 Workplan

**EE/JS/ag**