

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

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| Committee Members Present: | |
| Alejandro Aguilera (co-chair) | Joe Amrhein (co-chair) |
| Moua Xiong | Cynthia Elmore |
| Dongwook Kim | Derek Martin |
| Lesa Nelson | Carol Labine |
| Committee Members Absent: | |
| John Vener | |
| Guests: | |
| Cody Raasch, Hennepin County | Emily Reimer, DHS |
| Kim Lieberman, Rainbow Health | Jonathan Hanft, Hennepin County |
| Hennepin County (Part A) Representative: | DHS (Part B) Representative: |
| Eriika Etshokin (minutes) | Dennis London |
| MDH (Prevention) Representative: | MDH (Surveillance) Representative: |
| None | Hannah Giles |
| MCHACP Staff: | |
| None | |

Quorum? Yes

- I. **Welcome and introductions:** Joe Amrhein called the meeting to order at 9:03 a.m. Introductions were made.
- II. **Review and approval of February 27, 2024 meeting minutes. Review and approve proposed agenda.**
 - The February 27 minutes were approved with edits made during the meeting.
 - The proposed agenda was reviewed and approved as written.
- III. **Review service utilization data & and guidelines for presenting PSRA data**
Eriika Etshokin, Hennepin County
 - Eriika reviewed the **PowerPoint presentations for Home & Community-Based Health Services and Housing Services.**
 - Carol Labine confirmed that she will be presenting these data for the April MCHACP meeting.

- Alejandro asked for clarification if HRSA’s description of Housing services and if it includes Mental Health Services. Eriika clarified that HRSA would allow Housing to include Mental Health Services within the Housing, whereas Referral Services are a separate activity allowable within the service.
- Joe requested clarification about Rebate Expenditure compared to Part A Allocation. Eriika clarified that the data presented includes the Part A Allocation as directed by MCHACP and that the Expenditures related to the Expenditure of Part A funds. The Rebate Expenditures refers to Rebate dollars spent in a category as administered by DHS directly and by Rebate funds as administered by Hennepin County.
- Alejandro requested an explanation for the increase in Rebate Expenditure and Part A Allocations while there was an observed decline in clients served. Eriika responded that there is a HIV Housing Workgroup Group attempting to understand why this is happening and that it may be tied to increased housing costs.
- Alejandro suggested that a star be added to “Linked to Care” on the Care Continuum for Home & Community Based Health. Carol responded that even though this service could result in links to care, it’s not a significant enough definition of their primary role to add a star there. Eriika agreed.

IV. Stratified Survey Samples Discussion & Budget

Eriika Etshokin, Hennepin County Grants Supervisor, Cody Raasch, Hennepin County Data Analyst; Emily Reimer, DHS Data Analyst

- Eriika referenced the February NA&E Meeting Motion to increase the number of Needs Assessment Survey Respondents to 1370 and noted that this will not be a feasible goal for three reasons: 1. The budget reflects relatively flat funding for both Parts A and B since the 2020 Needs Assessment so there’s not significant funding to use to recruit this number of clients, 2. The funding used for the Needs Assessment is part of the administrative costs of the grant which is capped at 10% of the total award, and 3. This would require significantly more intern time and intern hourly rates have risen since 2020, which is also not feasible with the anticipated budget.
 - Joe asked how long it took most respondents to complete the survey in 2020. Eriika responded that of the 819 who opened the survey, 25% of respondents took more than 30 minutes to complete the survey. There were many people who took more than 30 minutes but some of those can be attributed to people who opened the survey and left it open indefinitely.

- Emily clarified that for some of the service-specific questions, there were many observed skipped questions which contributed to the completion rate for respondents.
- Eriika clarified that the anticipated budget allows us to aim for 815 respondents receiving \$30 stipends each and that the last Needs Assessment included \$25 stipends.
- Dongwook asked for examples of the strata to be used. Cody shared the stratified samples that we have noting that the basic methodology we plan to use captures representativeness in the Transitional Grant Area and Greater Minnesota and presented the breakdown from 2020 of the stratified groups. Stratification is broken down by population size, based on the stratified breakdown for 2020. This will be adjusted based on demographic breakdown from 2023 which we will receive from MDH.
- Alejandro asked if Cody had the proposed stratification for 1,370 respondents. Cody showed the stratification.
- Cody clarified that one way we could do outreach is to look at enrollment in the Ryan White system of care to ensure we are reaching all of the stratified demographic groups to reach a representative sample.
- Alejandro advised to keep in mind that we have an all hands on deck approach to having council members act as survey ambassadors.
- Joe asked how gift cards were provided in previous surveys. Eriika clarified that they must be gift cards to specific stores due to HRSA's requirement that no cash lookalikes (i.e., Visa Gift Cards) are used. In 2020, respondents could choose between Target and Walmart gift cards.
- Joe asked about increasing the incentive to \$35 and lowering the respondent goal to 700. Alejandro shared that he proposed DHS allocate some funds to this.
- Dongwook asked what is the estimated minimal size that meets the effect size requirements for a representative sample. Cody responded that this was proposed as the initial starting point in the last meeting, and that it was 685. Dongwook expressed concern that we would not meet a representative sample and need to issue more surveys in the community.
- Alejandro shared that this may be the best we can do and plan for right now and that there could be a future recommendation to DHS to identify funding to reach more survey respondents.
- Jonethan shared that the 2020 Needs Assessment had about 814 survey respondents and was very successful in reaching the goals for the different demographic groups and recommends not reducing the sample size under 800.

- Jonathan also clarified that the recent funding DHS received from the legislature must be expended during the biennium and couldn't be used in 2025 when the Needs Assessment survey will be conducted.
- Calvin shared that there is a tension between wanting to get more respondents for better representation and the budget and that he recommends making the incentives time-specific. Emily shared that this may present equity issues as potential respondents with more access to providers and internet would not have the opportunity to complete the survey in time to receive the gift card.
- **MOTION:** Alejandro Aguilera moved to table the discussion to next month. Lesa Nelson seconded the motion.
- **DEBATE:** None.
- **VOTE:** With 6 ayes and 0 noes, the motion passes.
- Cody Raasch and Emily Reimer presented **Determining Survey Variables**
 - Cody clarified that today's discussion is to go over the topics that we want to include in the 2025 Needs Assessment but not specific questions. Many of the questions are related to social determinants of health.
 - The variables used in the 2020 Needs Assessment were food, housing, social and emotional support, neighborhood safety, criminal justice involvement, and a number of questions about barriers to care such as transportation, medical bills, mental health, alcohol and drug use, etc. They also asked about education, income, household size, and insurance.
 - Alejandro recommended including intergenerational trauma as a barrier to care. Dongwook echoed the importance of this inclusion.
 - Dongwook requested clarification that we are still in the initial stage of the development of the survey questions and that the discussion is ongoing. Cody confirmed and offered his and Emily's email addresses for recommendations.
 - Dongwook highlighted that COVID was a significant event that may impact survey results and that social isolation, loneliness and exclusion as important questions in the survey.
 - Cody presented the proposed variables for 2025: food, housing, emotional support, criminal justice involvement, barriers to care, difficulty paying medical bills, alcohol/drug use, mental health, loneliness, stigma, isolation, education, income, household size, insurance, quality of life, injection drug use.
 - Alejandro requested differentiation between those who use drugs and those who inject drugs. Emily clarified that the 2020 survey was inclusive of both.

- Jonathan shared in the chat that HRSA/HAB may have some quality of life measures for people living with HIV that we may want to review.
- Joe shared that the Criminal Justice Ad Hoc committee has ~6 questions they'd like included in this survey. Cody shared that a subset of these questions could be presented to only those respondents who disclosed a recent criminal justice involvement.
- Joe noted that some of the questions in the last survey were misleading. Eriika clarified that the NA&E workplan includes multiple opportunities for the committee to review and approve the wording of the questions.
- Emily asked if there were any topic areas on this list that should be removed or topics that are not included that people want to explore. Joe responded that he wants to be sure that the questions are defined or easy to understand. Emily clarified that definitions were included in the last survey.
- Cynthia weighed in on the importance of including intergenerational trauma questions.
- Alejandro asked that HIV and aging questions be included.
- Cynthia asked if there were questions around domestic violence and safety in the last survey. Emily and Cody confirmed that there were not.

V. Committee Co-Chair Election

- Eriika asked if there were any members who want to self-nominate or nominate another member to act as co-chair going forward, clarifying that if no successor is named, the current co-chairs can remain in their roles until a successor is named.
- Joe and Alejandro both shared their experience co-chairing the committee.
- Joe agreed to stay on until a successor is named.
- **MOTION:** Alejandro Aguilera nominated himself to remain as committee co-chair. Lesa Nelson seconded the motion.
- **DEBATE:** None.
- **VOTE:** With 8 ayes and 0 noes, the motion passed.

VI. Review FY2024 Workplan

- Eriika presented the FY 2024 NA&E Workplan for committee feedback. Alejandro volunteered to present the EIS and Outreach Data for the May council meeting.
- Dennis noted that in 2020, that the tools for the survey were presented to the committee a number of times and asked if that is something that can be built into the 2024 work plan. Eriika updated the work plan to include for April, May and June to have discussion around survey questions so that anything ready for input can be discussed at each meeting.

VII. Unfinished Business / New Business

- To ensure there is adequate time to discuss, the committee agreed to table the Council & Committee Operations Evaluation Results in April.

VIII. Set agenda for next meeting

- Determining social determinants of health questions
- Reviewing EIS and Outreach Services Data
- Review Council & Committee Operations Evaluation Results
- Discussion of Survey Questions if any are ready

IX. Announcements

- Joe announced that he is attending the ELEVATE conference on HIV and stigma next week in Los Angeles.
- Eriika encouraged all committee members review the results that were provided to ensure it is a robust discussion of next steps rather than reviewing the results together in the meeting.

X. Adjourn

- Joe Amrhein adjourned the meeting at 10:55.

Meeting Summary

- The committee reviewed service utilization data & and guidelines for presenting PSRA data.
- The committee reviewed both stratified survey samples with budget for context and survey variables.

Documents distributed before the meeting:

- Proposed Agenda – March 26th Meeting
- Minutes – February 27th Meeting
- Home & Community Based Health Services and Housing Services April MCHACP Presentation
- Needs Assessment Committee Co-Chair Position Description
- Council and Committee Operations Evaluation Results – February 2024
- February 2024 Scored Evaluation Results
- FY 2024 NAE Workplan
- NA2025 – Variables Proposal

Additional documents distributed during the meeting:

EE/JS/ag