

Successfully Implementing The Ryan White HIV/AIDS Program (RWHAP) Part A Needs Assessment Part 2

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“Without data, all anyone has are opinions. Data elevates the probability that you’ll make the right decision.”

—W. Edwards Deming



Training Objectives

Following the needs assessment implementation training, participants will be able to:

- ❑ Explain the importance of involving people with HIV in needs assessment planning
- ❑ Identify strategies to implement a multi-year plan
- ❑ Explain major uses of needs assessment data in RWHAP Part A planning

Recap

- ❑ Overall national goals and initiatives
- ❑ Definition and importance of needs assessment
- ❑ Legislative requirements for needs assessment RWHAP Part A
- ❑ HRSA/HAB expectations for needs assessment
- ❑ Six components of RWHAP Part A needs assessment

Today's Topics

- ❑ Considerations and sound practices for implementation
- ❑ How jurisdictions use need assessment data

Designing and Managing the Needs Assessment





Using a Multi-Year Needs Assessment Cycle and Plan

- ❑ Sound practice: multi-year needs assessment cycle
- ❑ Epi Profile must be updated annually
- ❑ Resource Inventory should be reviewed annually to identify new resources or service gaps
- ❑ Other components, such as the PWH survey or Profile of Provider Capacity and Capability, often updated on a 3-year cycle – so no data are more than 3 years old



Developing A Multi-year Plan

- ❑ **Be sure the cycle addresses annual deadlines**
- ❑ **Plan for one major needs assessment activity each year,**
plus some smaller efforts, for example:
 - PLWH survey Year 1, special study on unmet need Year 2, profile of provider capacity and capability Year 3, etc.
 - Focus groups with key populations and/or key informant groups or interviews Year 2 or 3
 - Town hall or community forum every year



Needs Assessment Step 1: Begin Planning for Development and Implementation

- ❑ Determine the scope of the needs assessment (Ideally, based on an existing multi-year plan and planning cycle)
- ❑ Develop work plan that includes timeline for development and implementation
- ❑ Develop the budget and ensure needed funds are available in the PC/PB budget
- ❑ Agree on responsibilities for conducting and overseeing the needs assessment. Determine whether or not a consultant or contractor is needed and begin contracting process
- ❑ Include a process for community input each year



A Note on Memorandums of Understanding (MOUs)

- ❑ MOUs between PC/PBs and their recipient are used to agree upon the data they need for their planning process and when it is needed annually.
- ❑ The PC/PB annual work plan provides more specific detail of the actual calendar dates when data are needed and when the recipient or other staff will need to make presentations in that current year.

Questions to Consider When Creating Your Needs Assessment Workplan

- ❑ Which needs assessment component(s) do you feel should be implemented this program year, and why?
 - Epidemiologic profile
 - Estimates of unmet need and people with HIV who are unaware of their status
 - Assessment of service needs and barriers
 - Resource inventory
 - Profile of provider capacity and capability
 - Use of all needs assessment data to assess service needs and gaps
- ❑ If more than one component identified, select the component you feel is most important to carry out this year, and describe how you will implement it.

Considerations When Planning Each Component

- ❑ What will be your approach to designing and implementing the component?
 - What will the main steps/tasks be?
- ❑ What kind of “staffing” will be required?
 - What should be done by PC/PB support staff, and/or a consultant or contractor?
- ❑ What assistance might you need from the recipient?

Considerations When Planning Each Component

- ❑ What will be the role of the Needs Assessment Committee?
- ❑ What will you do to obtain meaningful participation from people who use RWHAP services in design and implementation of this needs assessment component?
- ❑ What will you do to control costs?
- ❑ What do you see as the greatest challenges or uncertainties?

Work Plan Template

Needs Assessment Plan Work Sheet

Selected Needs Assessment Component: _____

Step/Task	Who is Responsible?	Timeline (start-end months)

“Staffing” the Needs Assessment

Options include:

- ❑ PC/PB support staff
- ❑ PC/PB members and committee members
- ❑ Recipient staff with strong data skills
- ❑ A research expert who serves on the PC/PB or committee
- ❑ A university partner, including involvement of graduate students, interns
- ❑ People who currently use RWHAP services and other people with HIV who are not PC/PB members
- ❑ A contractor or individual consultant

Common Needs Assessment Challenges

- ❑ PC/PB staff capacity challenges
 - PC/PB staff typically coordinate and oversee needs assessment
 - In smaller jurisdictions, staff may not have needed time or specific planning skills
- ❑ PC/PB members and committee members can help, but often have limited time
- ❑ Many EMAs and TGAs hire consultants to help, if funds can be made available
 - Good planning and supervision can help control needs assessment consultant or contractor costs
 - PC/PB support staff usually provide day-to-day supervision



Needs Assessment Step 2: Design the Methodology

- ❑ Determine what information is available and what new data must be collected
- ❑ Select the methods to be used
- ❑ Involve a research expert to ensure sound process
- ❑ Develop data collection tools
 - Ensure input from the consumer committee or caucus
 - Translate tools into additional languages, as needed
- ❑ Develop a plan for aggregating and analyzing the data
- ❑ Decide how to present and use results
- ❑ Involve all partners in developing and/or reviewing the process



Needs Assessment Step 3: Gather Required Information

- ❑ Arrange to receive epidemiological data from surveillance staff (state or local) in needed formats
- ❑ Obtain and review other existing information
 - This includes data from surveillance, recent needs assessments, the recipient, providers involved in research
- ❑ Arrange for recipient help in ensuring subrecipient cooperation for accessing consumers or staff
- ❑ Train data collection personnel
- ❑ Collect new data
- ❑ Provide assistance to individuals with special needs

Necessary Aspects of Data Gathering Methods

- ❑ Approaches to implement each needs assessment component requiring new data collection
- ❑ A combination of:
 - **Quantitative data:** information that can be expressed in numbers and counted – like epi or client characteristics data – that allow for numerical analysis and comparisons
 - **Qualitative data:** non-numerical information usually in narrative format – like findings from a focus group – that provide depth and context
- ❑ Large-sample data from people with HIV that provide findings “representative” of the population sampled

Commonly Used Methods: Surveys

Often Used To

- ❑ Assess people with HIV or consumer service needs, experiences, barriers, and gaps
- ❑ Obtain data from service providers
- ❑ Reach large numbers of people, with sampling to obtain findings that represent the entire population sampled

Design and Implementation

- ❑ Mostly “forced-choice” questions so responses can be tabulated
- ❑ Often provided on a tablet or via Internet for easy tabulation, though paper surveys can be used
- ❑ Ensure the length of the survey is appropriate

Commonly Used Methods: Focus Groups

Often Used To:

- ❑ Obtain information about service experiences, needs, gaps, and barriers for a set of particular groups of people with HIV
- ❑ Gain in-depth understanding of needs of key populations
- ❑ Obtain information relatively quickly and at moderate cost

Design and Implementation

- ❑ Open-ended questions for discussion, often as part of a “script” for the facilitator, often with a quick survey on participant characteristics
- ❑ Usually involves a small group of individuals (6-12) from the same target population
- ❑ Requires careful note taking

Commonly Used Methods: Town Halls or Community Forums

Often Used To:

- ❑ Meet legislative requirements for community – especially people with HIV – input to decisions about funding and services
- ❑ Provide an open forum in several locations within the EMA or TGA to invite input and report back to the community

Design and Implementation

- ❑ Sometimes open-ended, with individuals signing up to make a brief (3-5 minute) presentation to PC/PB leadership
- ❑ Sometimes structured around specific questions for discussion
- ❑ May ask participants to vote on their top service priorities

Other Needs Assessment Methods

- ❑ **Provider forums:** similar to a town hall or community forum but designed to obtain input from service providers, RWHAP-funded and non-funded
- ❑ **Key informant sessions:** similar to a focus group in size, but designed to generate discussion with experts (providers, people with HIV who use RWHAP services, researchers) about a particular service category or model, or the needs of a specific population
- ❑ **Key informant interviews:** individual interviews with purposes similar to key informant sessions
- ❑ **Special studies:** focusing on a service category, population, barrier to care, or other issue and often using a combination of existing and new data



Needs Assessment Step 4: Analyze Findings and Present Results

- ❑ Clarify key questions to be answered
- ❑ Review how data from each source will be used
- ❑ Decide **how** and **by whom** data from each method will be tabulated (if quantitative) and analyzed
- ❑ Agree on how data will be **summarized** (e.g. report, PowerPoint presentation, etc.)
- ❑ Agree on how data will be **presented** (e.g. PC/PB meeting, a combined data presentation, etc.)
- ❑ Identify or develop user-friendly formats for presenting findings

Maximizing RWHAP Involvement of People with HIV in Needs Assessment

- ❑ Recruit people who currently use RWHAP services to serve on the committee responsible for needs assessment
 - This includes both PC/PB members and non-members
- ❑ Involve the consumer committee or caucus in tool development
 - Ask the committee to review questions and response categories to ensure nothing is missing or unclear
 - Have committee members pre-test the tools designed for people with HIV

Maximizing RWHAP Involvement of People with HIV in Needs Assessment (continued)

Train people with HIV who use RWHAP services to help gather data

- ❑ Facilitate focus groups or key informant sessions
- ❑ Chair or facilitate town halls or consumer forums
- ❑ Administer online or paper surveys
- ❑ Identify and recruit people with HIV who use RWHAP services from targeted populations of people with HIV to complete a survey or attend a town hall

- ❑ Ask people who use RWHAP to help interpret findings
- ❑ Encourage people who use RWHAP services serving on the PC/PB and committees to provide needs assessment input
 - Attend town halls or consumer forums
 - Complete surveys

Integrated Prevention/Care Needs Assessment Strategies

- ❑ **Include prevention providers** in the Resource Inventory and Profile of Provider Capacity and Capability
- ❑ Include questions in surveys intended for people with HIV on topics such as:
 - **Prevention for positives** – prevention service needs, experiences, barriers, and gaps
 - **Stigma** and its impact on testing and linkage to care
 - **Knowledge** about HIV transmission, viral suppression, PrEP, and nPEP
 - **Other topics** that are a priority for state or local Health Department prevention staff

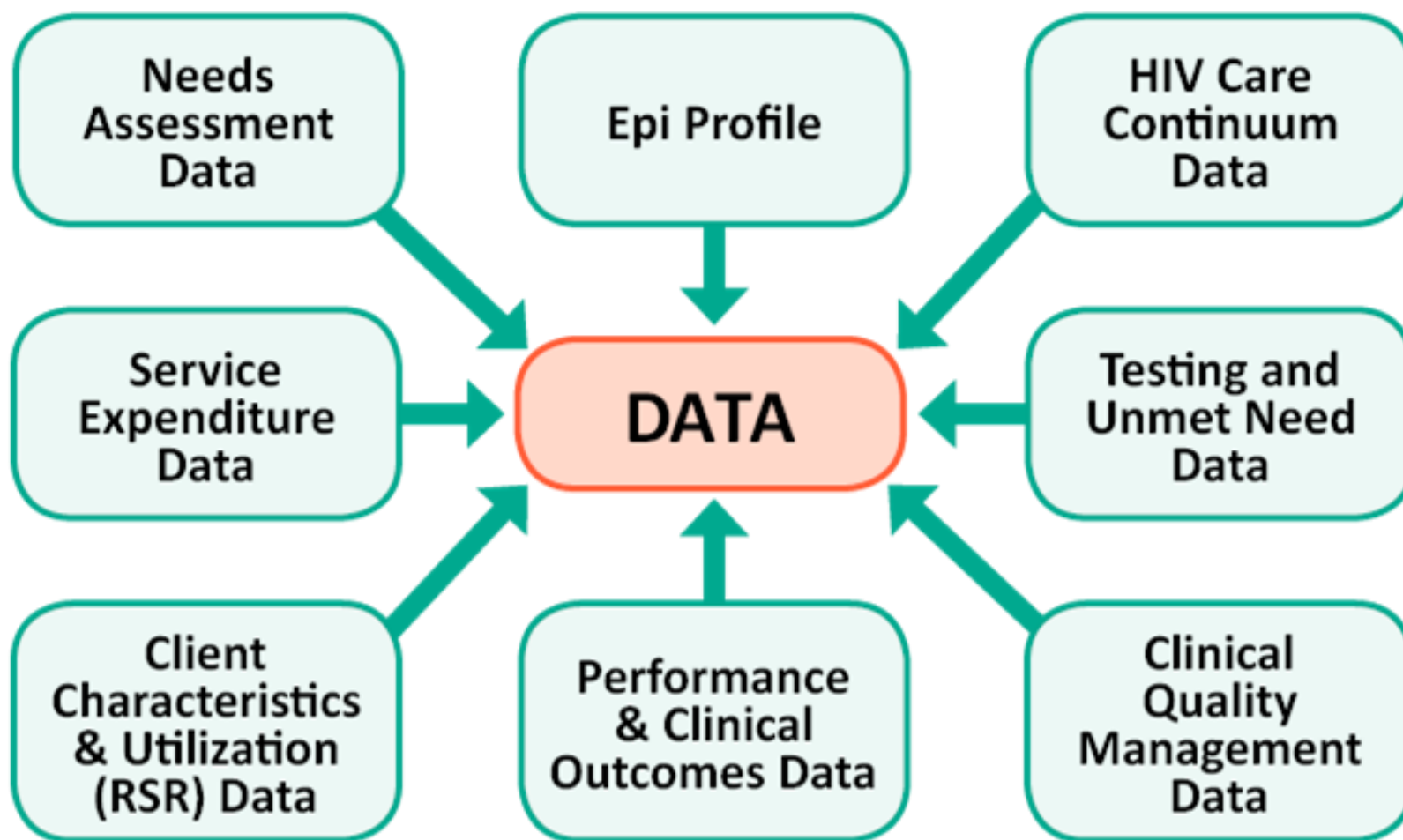
Integrated Prevention/Care Needs Assessment Strategies (cont.)

- ❑ Use surveys to ask people with newly diagnosed HIV about:
 - Level of HIV knowledge prior to diagnosis
 - Prior participation in HIV prevention interventions
 - HIV education provided following diagnosis
 - Testing experiences
 - Post-testing and linkage to care experiences, including counseling and partner contacts
- ❑ Add focus groups for individuals from target populations who do not have HIV

How Jurisdictions Can Use Needs Assessment Data



Types of Data needed for RWHAP Planning



Key areas

- ❑ Priority Setting and Resource Allocation (PSRA), including improving the service continuum
- ❑ Minority AIDS Initiative (MAI)
- ❑ Developing HRSA/CDC Integrated HIV Prevention and Care Plan
- ❑ Ending the HIV Epidemic (EHE) initiative

Components of PSRA

1. Priority setting
2. Resource allocation
3. Reallocation (as needed during the program year)
4. Development of directives – “how best to meet each priority”

...all based on needs assessment and recipient data, obtained and analyzed throughout the year

Background on the Minority AIDS Initiative

❑ Goals

- Improve HIV-related health outcomes
- Reduce HIV-related disparities for racial and ethnic minority groups

❑ Other tenets

- Capacity-building for community based organizations
- Complement other federal HIV/AIDS activities focusing on racial and ethnic minority communities

MAI at HRSA

MAI funds must be used to deliver services designed to address the **unique barriers and challenges** faced by people we have not yet been successfully retained in care within the EMA/TGA.

Using RWHAP Part A Needs Assessment Data for MAI Priorities and Allocations

- ❑ Review Needs Assessment Data
 - Unmet Need/Service Gaps by Population
 - Impact of HIV on minority populations in jurisdiction
- ❑ Data relevant to minority populations
 - Barriers to access
 - Adherence
 - Potential and real “absence from care”
 - Capacity building needs for community based organizations

Integrated HIV Prevention and Care Plan Needs Assessment Requirement

“To analyze the qualitative and quantitative data used by the jurisdiction to describe how HIV impacts the jurisdiction; to determine the services needed by clients to access and maintain HIV prevention, care and treatment services; to identify barriers for clients accessing those services; and to assess gaps in the service delivery system.”

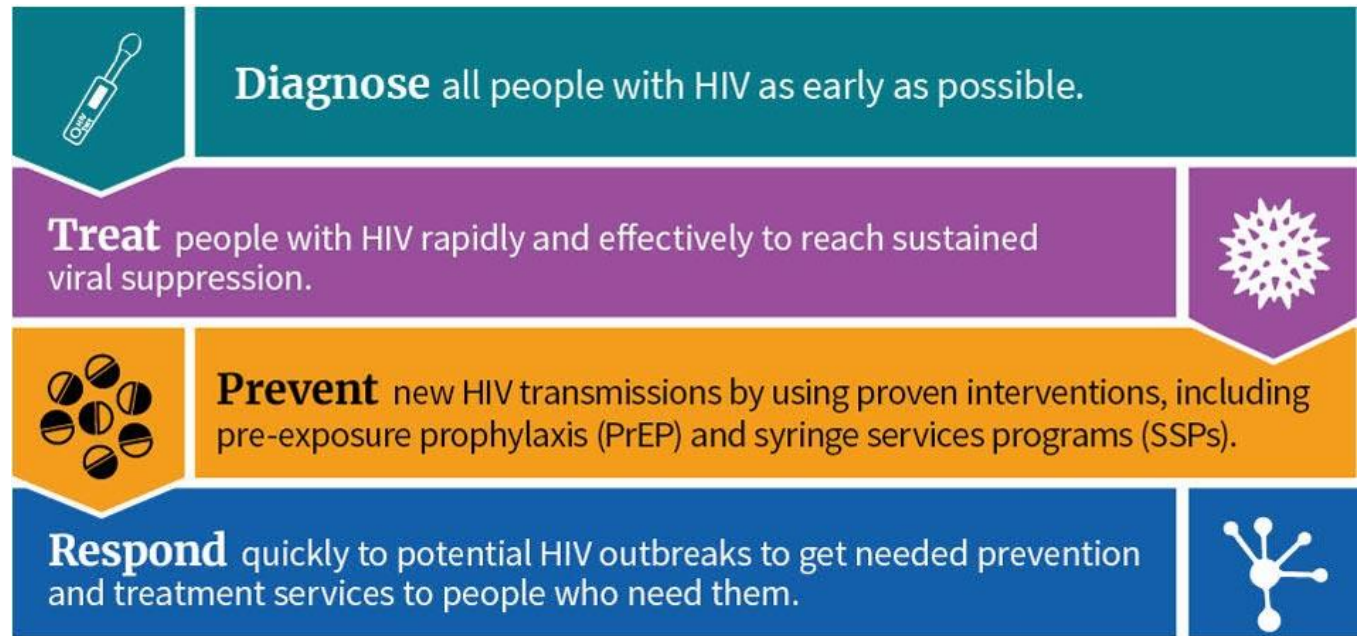
—Integrated HIV Prevention and Care Plan Guidance, including the Statewide Coordinated Statement of Need, CY 2022- 2026 Division of HIV/AIDS Prevention, National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention Centers for Disease Control and Prevention HIV/AIDS Bureau, Health Resources and Services Administration; June 2021

Integrated HIV Prevention and Care Plan

- ❑ All CDC DHAP and HRSA HAB funded jurisdictions are required to have a planning process that includes the development of a system-wide plan for the delivery of HIV prevention and care services.
- ❑ The Integrated Plan submission may include several jurisdictions.
- ❑ Some jurisdictions submit Part A or Part B only plans

Ending The Epidemic Initiative

Funded recipients will use these initiative resources in conjunction with the RWHAP Parts A and B systems of HIV care and treatment to develop, implement, and/or enhance innovative approaches to **engaging people with HIV who are newly diagnosed, not in care, and/or not virally suppressed.**



Putting the Pieces Together



The Sum Up

- ❑ RWHAP Part A planning is data-based
- ❑ PC/PBs need to become familiar with:
 - Data-related terms
 - Various types of data reports and summaries used in decision making about priorities, allocations, directives, and service models
- ❑ Each type of data provides important information about some aspect of service needs, barriers, gaps, system of care, and service quality and outcomes
- ❑ Data now more detailed and useful for directing funds and tailoring services to meet diverse PLWH needs
- ❑ PC/PBs need to arrange timely access to needed data

Resources

- ☐ [Ryan White HIV/AIDS Program Part A Planning Council Primer](#)
- ☐ [Module 4. Needs Assessment | Training Guide: A Member's First Planning Cycle](#)
- ☐ [Conducting RWHAP Part A Planning Council/Planning Body Needs Assessments Webinar](#)
- ☐ [Town Hall Meetings: A RWHAP Needs Assessment Tool](#)
- ☐ [Focus Groups with People with HIV as a Component of RWHAP Part A Needs Assessment \(Sample Tools\)](#)
- ☐ [HIV Prevention, Care and Treatment Resource Inventory Compiler](#)
- ☐ [Making the Case with Data: Epidemiologic Snapshots, Resource Inventories, and Needs Assessments Webinar](#)

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Planning Community HIV/AIDS Technical Assistance and Training



The Community HIV/AIDS Technical Assistance and Training for Planning project (Planning CHATT) builds the capacity of Ryan White HIV/AIDS Program Part A planning councils and planning bodies (PC/PB) across the U.S. to fulfill their legislative responsibilities, strengthen consumer engagement, and

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Questions & Answers

