



**NEEDES ASSESSMENT SUB-COMMITTEE MEETING**  
**Meeting Date: October 25, 2011**

**MINUTES**

**Meeting Location:** 1520 Rutherford, Austin TX

**Meeting Called to order at:** 6:25 p.m.

**Committee Members in attendance:** *Tim Bailey, Justin Irving*

**City of Austin Staff in attendance:** *John Waller*

**Community members in attendance:** *Sylvia Lopez, Debra Washington*

**Citizen Communications:** *none*

**Approve Minutes**

- Minutes from the specially called joint committee meeting (Comprehensive Planning and Needs Assessment) were reviewed and approved with no changes.
- Minutes from the August 23, 2011 Needs Assessment Sub-Committee meeting were reviewed and approved with the following changes:
  - Add to the list of "Ideas for further evaluation"
    - Domestic Violence
    - How food needs being met

**Needs Assessment for 2012:**

- Chair discussed need to prepare for next year's needs assessment effort by using the time now to gather information and data to support needs assessment
- Identified list of Needs Assessment research questions as follows:
  - **Administrative Questions**
    - When is Ryan White to be reauthorized? The Needs Assessment Sub-Committee would like to gather data and give input into the reauthorization process.
  - **Service Category Questions** (*Please include taxonomy definitions with inquiries*)
    - Linguistics (questions directed at service providers)
      - How many non-English consumers do you serve (including ASL)?
      - How many multilingual staff members are employed in direct care positions or utilized as translators?
      - What positions do multilingual hold in your agency?
      - What languages are spoken by consumers in your agency?



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- How are you currently funding translation services?
- Who is performing the translation service?
- Do you use Language Line translation service? If yes, how often?
- Do you find Language Line to be an effective tool?
- How are you meeting the needs of translating forms into different languages?
- Legal Services (questions for service providers)
  - What is the volume of cases referred to legal assistance as per taxonomy definition for legal services?
  - What is the profile of clients referred for legal service?
  - Did the referral address the needs of clients that were referred for legal service?
  - Broadly speaking, how did you address the expressed client's legal needs (referral or in-house assistance)?
- Child Care (Question to Administrative Agent)
  - How does HRSA define "children" as referred to in the taxonomy? Would children being cared for by clients (i.e., grandchildren) be included in definition of children eligible for child care service?
- Child Care (Questions for client survey)
  - How many clients have difficulty making or keeping appointments due to child care issues?
  - How many children are in each household who indicate they have difficulty with appointments due to child care issues?
- Home and Community Based Health Care (question to service providers)
  - How many clients had to be admitted into inpatient treatment due to a lack of home services?
  - What type of services did the client require that could have been provided in the home if Home and Community Based Health Care service was available?
- Transportation (questions for client survey)
  - What issues are clients having with access to transportation?
  - What types of transportation services are clients accessing?
  - How are clients meeting their transportation needs?
- Transportation (questions for Administrative Agent)
  - What types of transportation service options are provided by services administered thru Administrative Agent?
  - How many units of each service type?

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- What is the utilization of each?
- What are the eligibility criteria of each?
- Early Intervention Services (questions for service providers)
  - What types of initiatives are underway in the TGA to identify individuals unaware of their HIV status?
  - What populations are being targeted?
  - What methods are being used to reach these populations?
  - What have been the outcomes of efforts?
- Outreach
  - What types of initiatives are underway in the TGA to identify individuals aware of their HIV status but not in care?
  - What populations are being targeted?
  - What methods are being used to identify these populations?
  - What methods are being used to return these populations back into care?
  - What have been the outcomes of efforts to return these populations to care?
- **Community Questions**
  - Opt-Out Testing
    - What is the status of TGA wide participants in opt-out testing?
    - Who is at the table for these discussions within TGA?
    - How can the Planning Council be engaged in these efforts?
    - What is the opt-out training strategy for medical providers unfamiliar with HIV related issues?
- Answers to these questions should be pursued between now and April 2012 when the Chair returns from Africa. Justin Irving shall take the lead role.
- Need to determine extent to which Planning Council staff can assist in developing information and whether or not to seek a contractor to assist with effort.

**Hearing no objection the meeting was adjourned at 8:30 p.m.**