



Quick Reference Handout 4.2: Example of a Multi-Year Needs Assessment Plan Prepared by a PC/PB Needs Assessment Committee

Bold items are the planning council’s most intensive needs assessment activity each year.

Red items are prevention-oriented needs assessment components for integrated prevention/care planning bodies.

Component	Year 1	Year 2	Year 3
1b. Epidemiologic Profile with HIV Care Continuum	<ul style="list-style-type: none"> Epi profile PowerPoint presentation to be provided by state surveillance staff based on written epi profile prepared using CD’s 2014 Guidance <ul style="list-style-type: none"> Provided in time for spring data presentation using prior calendar year data Format and scope of presentation to PC/PB jointly determined Special data/analysis to be agreed upon by December 31 Inclusion of HIV care continuum data for all living HIV cases in the Part A jurisdiction 	<ul style="list-style-type: none"> New epi profile as in Year 1 HIV care continuum data for RWHAP clients to be provided along with HIV care continuum for all living HIV cases 	<ul style="list-style-type: none"> Epi profile as in Year 1 HIV care continuum data for all living HIV cases, all RWHAP clients, and RWHAP clients by agreed-upon subpopulations
2a. Estimate of the Number and Characteristics of PLWH with Unmet Need	<ul style="list-style-type: none"> Estimate of number of PLWH who know their status and are not in care used for prior year Part A application to be included in PSRA data presentation 	<ul style="list-style-type: none"> Unmet need estimate to be provided and presented as in Year 1 Profile of PLWH with unmet need to be provided and presented as in Year 1 	<ul style="list-style-type: none"> Unmet need estimate to be provided and presented as in Year 1 Profile of PLWH with unmet need to be provided and presented as in Year 1

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2a. Estimate of the Number and Characteristics of PLWH with Unmet Need CONTINUED	<ul style="list-style-type: none"> • New estimate to be provided for inclusion in Part A application, using estimation method specified by HRSA/HAB—presentation to be made at Needs Assessment Committee and then at PC meeting in the fall • Profile of PLWH with unmet need including available demographics and county of residence to be provided and presented by surveillance staff in the fall along with the estimate of unmet need 		
2b. Estimate of the Number and Characteristics of Individuals with HIV Who Do Not Know Their Status (Unaware)	<ul style="list-style-type: none"> • Surveillance staff to provide an estimate of the number of HIV+/unaware in the jurisdiction and include it in the data presentation along with HIV care continuum data 	<ul style="list-style-type: none"> • Surveillance staff to provide an estimate of the number of HIV+/unaware in the jurisdiction as in Year 1 • Surveillance staff to identify groups of PLWH most likely to be unaware based on analysis of data on: <ul style="list-style-type: none"> – Number and characteristics of late testers – Number and characteristics of recently diagnosed PLWH 	<ul style="list-style-type: none"> • Surveillance staff to provide an estimate of the number of HIV+/unaware in the jurisdiction as in Year 1
3a. Assessment of Service Needs and Barriers: PLWH in Care	<ul style="list-style-type: none"> • PC to conduct a PLWH Survey to reach at least 500 individuals (or x percentage, depending on number in jurisdiction) representative of all PLWH in the jurisdiction and prepare report <ul style="list-style-type: none"> – Use sampling that generates a representative sample – Include questions on other health conditions 	<ul style="list-style-type: none"> • Conduct additional analysis of survey data along with service utilization and client characteristics data, to further explore key identified issues 	<ul style="list-style-type: none"> • Conduct focus groups as special studies to reach 12-20 PLWH from each of at least 5 targeted PLWH populations and from HIV-negative individuals with identified risk

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<p>3a. Assessment of Service Needs and Barriers: PLWH in Care CONTINUED</p>	<ul style="list-style-type: none"> – Put survey on tablets and laptops and use peers to help with survey administration – For integrated planning bodies, include questions about need for and access to prevention for positives and include questions on HIV education and prevention experiences for PLWH diagnosed in the past 3 years • PC to do targeted studies using the PLWH survey questions or special tools <ul style="list-style-type: none"> – With help from providers and PLWH groups, target and include at least 25 PLWH from each of 5-8 identified target populations [e.g., immigrants, young African American MSM, transgender PLWH, Latinas, Homeless PLWH, recently incarcerated PLWH, youth transitioning to adult care, individuals from low-incidence counties in the service area) 		
<p>3b. Assessment of Service Needs and Barriers: PLWH Out of Care</p>	<ul style="list-style-type: none"> • Include questions on PLWH survey for individuals who entered or returned to care in the past 6 months 	<ul style="list-style-type: none"> • Include questions about past or current out-of-care status as part of special studies assessing service needs and barriers 	<ul style="list-style-type: none"> • PC to carry out a special study to identify and survey at least 150 PLWH who know their status and are not in care or who re-entered care within the past 6 months to determine their service experiences, needs, barriers, reasons for being out of care, and factors that would help them return to care, tabulate and analyze data, and prepare a report and summary presentation for PSRA

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4. Resource Inventory	<ul style="list-style-type: none"> • Develop an updated resource inventory <ul style="list-style-type: none"> – Review resource inventory data from HRSA/CDC Integrated HIV Prevention and Care Plan – Use existing resource guide for consumers if one exists – Work with PC support staff to obtain updated information from identified service providers with and without RWHAP funding – Add full addresses and telephone numbers of providers along with services provided and other basic information – Format resource inventory for easy use 	<ul style="list-style-type: none"> • Update resource inventory • Work with recipient to make resource inventory user friendly, searchable, and available online for use by providers and clients 	<ul style="list-style-type: none"> • Update resource inventory
5. Profile of Provider Capacity and Capability	<ul style="list-style-type: none"> • Review PLWH survey findings to identify accessibility and appropriateness issues that should be addressed in the tool used to develop the profile of provider capacity and capability 	<ul style="list-style-type: none"> • PC to implement a survey to generate a profile of provider capacity and capability <ul style="list-style-type: none"> – Begin with list from resource inventory – Include RWHAP-funded and non-funded providers of HIV-related core medical and support services – Obtain, review and use questions from profile tools developed by other jurisdictions – Include questions about prevention as well as care services – Do follow-up interviews to ensure responses from RWHAP subrecipients and other major provider 	<ul style="list-style-type: none"> • Work with recipient to update information • Do follow up with providers to identify changes in services provided or populations targeted and update profile

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5. Profile of Provider Capacity and Capability CONTINUED		<ul style="list-style-type: none"> • Develop an aggregate profile of provider capability and capacity and identify issues related to the availability, accessibility, and appropriateness of services • Use data from survey to add information on service hours, languages spoken, and other detail to the resource inventory 	
6. Assessment of Service Needs and Gaps: Analysis and Review of All Needs Assessment Data	<ul style="list-style-type: none"> • Needs Assessment Committee to review data, identify key findings, and prepare a summary matrix of findings, a written needs assessment findings summary, and a PowerPoint summary for use in the data presentation for PSRA <ul style="list-style-type: none"> – Include information on service utilization and client characteristics from the recipient in the review and analysis 	<ul style="list-style-type: none"> • Analysis and documents preparation as in Year 1 	<ul style="list-style-type: none"> • Analysis and documents preparation as in Year 1

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