**Needs Assessment Projects Team**

**AGENDA**

**July 17, 2019**

***Today’s Team Goals:*** *Project updates + feedback
Select data slides for August*

**Welcome & Introductions 12:30 p.m.**

**Review of June 2019 Meeting Summary 12:40 p.m.**

**Update: Workforce Survey Production 12:45 p.m.**

**Discuss: Needs Assessment Data Slides 12:50 p.m.**

**Update: Needs Assessment Focus Groups 1:30 p.m.**

**Other Business 1:40 p.m.**

**Adjourn 1:45 p.m.**

**Guidelines: NAP Team Process Etiquette**

- Be present and encourage full group member participation
- One speaker has the floor at a time; refrain from interrupting
- Raise hand to indicate a desire to speak
- Show respect at all times

**Needs Assessment Focus Group Updates**

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| **Goal:  Conduct by August 31, 2019  three focus groups with young and recently diagnosed PLWH** |
| **Category** | **Description** | **Status on July 17, 2019** | **Next Steps** |
| Coordination | CHPC co-chairs will take the lead on coordinating focus groups and conducting data collection  | CHPC co-chairs in process of outreach | Meet on July 24 to develop next steps |
| Priority Populations | Young, newly or recently diagnosed | Not applicable | Not applicable  |
| Geographic Areas  | DPH data analysts reviewed data and identified the providers affiliated with the priority populations  | Complete.  No further action. | Complete.  No further action.  |
| ACT | Initial outreach complete | Confirm inclusion  |
| Optimus | Confirmed to participate | Set final time |
| Waterbury Health Department | Initial outreach complete | Confirm inclusion |
| Participant Outreach | Providers will invite clients to participate in the focus groups (and may also reach out to sister agencies in the community and share information)  | Providers will begin outreach once date and time are confirmed | Provide a brief script or handout for providers that will support their process to invite participants |
| Questions  | Set of structured questions that will be used by the facilitator | Complete.  Questions drafted by NAP, reviewed by HIV Funders Group | No further action required |
| Facilitation & Recording | The same persons will facilitate and record each of the three focus groups for consistency | Blaise Gilchrist will facilitate; Gina D’Angelo will record  | Coordinate schedules with focus group times |
| Incentives | Participants will receive refreshments and $10 gift cards for participation | DPH will use $10 gift cards from an existing inventory of these cards to purchase food/refreshments and provide incentives | Must develop form for participants to sign (or initial) indicating that they received the incentive (inventory / auditing control for DPH) |