

Needs Assessment Project (NAP) Team CHPC Data and Assessment Committee

Meeting Notes / February 17, 2021



MEETING SUMMARY

Date:	February 17, 2021	Location:	Virtual Meeting	
Start Time:	11:00 a.m.	End Time:	12:05 p.m.	
Participants:	Melanie Alvarez, Marianne Buchelli, Jean Brown, Luis Diaz, Maria Diaz, Xavier Day, Martina De La Cruz, Dante Gennaro, Cynthia Hal and Venesha Heron			
Chair:	Marianne Buchelli in Laura Aponte's absence			
Recorder:	Lisa Mason			

ACCOMPLISHMENTS

- Participants discussed the development process for the needs assessment survey for people living with HIV (PLWH), discussed the role of NAP in the process, made recommendations for meeting with the Funders Group, and agreed to review and provide feedback to the draft survey.
- Participants selected Boundaries, Ethics and Self-Care as their first pilot training to be facilitated by Melanie Alvarez of ACT, on March 16, 2021 from 9:30 – 12:30. Melanie will design the training to be divided into segments and with quizzes. The content will be uploaded on to CT Train by DPH staff for ondemand viewing.
- Participants selected **Confidentiality** as their April training. NAP team members will identify a short list of qualified and available trainers.

WELCOME AND INTRODUCTIONS

Marianne and Lisa welcomed participants to the meeting. Marianne explained that NAP Chair Laura Aponte was unavailable today. She offered to lead the meeting. Participants introduced themselves. Marianne offered suggestions about creating a productive virtual meeting environment.

APPROVAL OF PRIOR MEETING SUMMARY

NAP members did not approve the January 20, 2021 meeting summary and instead went directly into discussion of the PLWH needs assessment survey instrument. The January meeting summary will be reviewed along with the February 2021 summary at the next meeting.

PERSON LIVING WITH HIV NEEDS ASSESSMENT SURVEY INSTRUMENT

Dante Gennaro, CHPC Co-Chair and Chair of the HIV Funders Group explained that Connecticut must conduct a statewide PLWH needs assessment survey as part of the process to develop the next five-year integrated prevention and care plan. The CHPC NAP and HIV Funders Group have worked on this process together with the HIV Funders facilitating the technical aspects of the data collection methodology and analysis and doing any work in the months that the NAP team was not meeting. The goal is to complete the survey instrument development by March 1, 2021.

The survey development process included using past surveys, reviewing instruments from other jurisdictions, and aligning the essential question to information required by funders to do priority setting, allocations, and planning. Additional questions can be added as needed. Feedback from the NAP team members and the HIV Funders will be incorporated into a final survey instrument.

He began reviewing the questions with the group and asked for their feedback and any missing questions that would help with their work and expressed an interest in ensuring that questions included perspectives of people with lived experiences and wording that was stigma-free. NAP team members explained that it was challenging to provide real-time feedback when seeing the document for the first time. Dante apologized as he did not realize that NAP Team members had not seen the survey in advance. Other feedback included:





- The previous survey instrument was long and collected a large amount of information. Unfortunately, responses were difficult to analyze (due to responses of yes, no and other and open ended questions.)
- NAP members expressed hope for a more collaborative process for this survey including the need for front line workers' input earlier in the process.
- Members questioned whether this was the purpose of the NAP Committee and if they should be working on it all along. The HIV Funders Group started the process in fall when the NAP team was not scheduled to meet and the focus of the NAP team was still on the workforce training pilots.
- NAP committee members understood that DPH subject matter experts in data and epidemiology completed the analysis. Participants asked about who is responsible for interpretation. Dante explained that in the past the results were shared with NAP and the HIV Funders to identify the most important findings. The information was then presented to the full CHPC for additional discussion.

It was agreed that Dante would email the survey as a word document to NAP members and ask for their feedback by Monday, Feb. 22, 2021 so it could be shared with the Funders Group. Marianne recommended providing a short explanation for the context of the survey such as the statewide PLWH survey was required by the federal funders as part of the planning process.

Committee members suggested that a joint meeting of NAP members and the Funders Group would be appropriate to discuss the survey process and feedback. Another option is to invite funders to a future NAP Team meeting.

HIV WORKFORCE TRAINING PILOTS

Venesha reported that DPH staff continues work with the University of Rochester to adapt previously used training contents for use on CT Train. She explained that data about training participants will be useful to the NAP Team as future trainings are considered and planned. As a reminder, these trainings provide introductory, basic content. NAP identified training content will be presented virtually by subject matter experts, and recorded for the DPH on-demand system for increased access.

NAP team members discussed which of the priority trainings to offer first, starting in March if possible. Melanie Alvarez agreed to conduct and record the virtual training **Boundaries, Ethics and Self-Care on March 16, 2021 from 9:30 – 11:30**. She will edit the recording and provide it to DPH staff along with any materials for uploading to CT Train. Melanie's organization, ACT, will produce the training flyer and register participants. Melanie will plan on intentional breaks to divide the training into segments. She will also administer polls and provide quizzes. The training capacity is 100 participants so NAP members agreed to limit the participants to HIV workers including prevention care providers, medical case managers, people working in HIV housing, and supervisors and not open it to other prevention communities.

NAP members agreed to conduct trainings in April, May and June but not in July or August as participation is generally lower with people on vacation. The table below captures the discussion about scheduling. **Confidentiality** was selected as the April training topic. Marianne reported that trainer she identified for **Motivational Interviewing** retired and she is currently identifying alternative options.

HIV Training Topics	Training Providers	NAP TEAM Point of Contact
Mental Health/Substance Misuse Disorders <i>*Top 3</i> priority	 Establish collaboration with DMHAS training and focus on specifically on people living with HIV Elia Vechietto, CRT 	• Laura contacts Elia
Trauma Informed Care *Top 3 priority	 Marlene Moranino CT Community Health Assoc. (no fee) 	Angelique contacts Marlene





HIV Training Topics	Training Providers	NAP TEAM Point of Contact
Confidentiality *Top 3 priority	 Greater Hartford Legal Aid knows an attorney who provides training, Sue Garten. DPH HIPPA Attorney 	Angelique contacts Sue.Laura contacts DPH attorneySelected for April training
Motivational Interviewing	 Trainer Marianne Buchelli identified has retired. 	 Marianne Buchelli will identify another training
Self-care for HIV workers	Melanie Alvarez, ACT, will conduct and record training.	• Boundaries, Ethics and Self-care March 16, 2021, 9:30 – 12:30
Cultural Humility & Cultural Competency	• Embracing Your Diversity is a training that Melanie and colleagues at ACT have conducted.	• Melanie

NEXT MEETING

The NAP will meet next on March 17, 2020 at 11:00 a.m. to 12:30 p.m.

ADJOURNMENT

Marianne adjourned the meeting at 12:05 p.m.