

**HIV Health Services Planning Council
Sacramento TGA**

Policy and Procedure Manual

Section 9 - Needs Assessment Committee

SECTION	SECTION / POLICY TITLE	CURRENT VERSION	PREVIOUS REVISIONS
9	NEEDS ASSESSMENT COMMITTEE		
	NAC 01 – Needs Assessment Committee	4/26/17	3/25/15, 6/2/10, 1/28/04

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HIV Health Services Planning Council Sacramento TGA

Policy and Procedure Manual

Subject: Needs Assessment Committee

No.: NAC 01

Date Approved: 11/28/04

Date Revised: 03/25/15

Date Reviewed: 04/26/17

Policy: The Needs Assessment Committee will review existing data, determine new information needed, design and conduct data collection, evaluate epidemiological trends, assess client needs and inventory services available. Any update will consider past efforts, federal or state guidance, information needs of the Council and committees (especially the Priorities and Allocations Committee), changes in the disease or medical management of it, and other trends and information.

Procedure:

1. The Committee operates in accordance with the policies & procedures set forth in GOV-01: Committee Development, Organization and Appointment.
2. The Committee Chair reports to the Council. Committee membership schedules its work and completes tasks year round, in order to present findings to the Priorities and Allocations Committee and Council by June of each year.
3. Members of the Committee include representatives from the Council, as well as community members with specific areas of expertise. It is recommended that, at a minimum, the Committee consist of:
 - one member with epidemiological expertise,
 - one member with advanced skills in research techniques and interpretation of data, one or more members of the affected community,
 - one representative from the Priorities and Allocations Committee, one or more members from the service provider community,
 - one representative from the fiscal agent.
 - persons with expertise in particular areas of study that the Committee is called upon to address (e.g., medical care, mental health, drug treatment, etc.) may be incorporated into the work of the Committee on a periodic or interim basis as needed.

4. Data and reports from past needs assessment activities will be made available, through Council staff, to assist in the development of priorities for the new assessment.
5. The Council's Comprehensive Plan, including the continuum of care, will be used in development of a needs assessment report assessing current priorities and allocations in light of the Plan and amendments as appropriate.
6. The Needs Assessment Report will be received, filed and endorsed by the Council.
7. The Needs Assessment Report is updated with the assistance of outside consultation as necessary to reflect the characteristics of the TGA. Committee members will facilitate and coordinate this process in consultation with the Fiscal Agent.



Adopted: _____
Susan Farrington, Chair

Date: 4/26/17