
**LOS ANGELES COUNTY
HIV PREVENTION PLANNING COMMITTEE**
600 South Commonwealth Avenue, 9^h Floor • Los Angeles CA 90005-4001

Approved

**9 MEETING SUMMARY 9
EVALUATION SUBCOMMITTEE
Monday, October 20, 2008
2:05 PM to 3:35PM
Room 927 A/B 9th Floor**

Attendees:

Michael Green
Miguel Martinez
Cesar Cuadra
Juli-Ann Carlos
David Giugni

Members Absent:

n/a

Others Present

Uyen Kao
Pamela Ogata
Tony Moreno
Wendy Garland
Min Kim
Rosie Vasquez

AGENDA ITEM/TOPIC	DISCUSSION	KEY DECISIONS	FOLLOW UP
Welcome/ Introductions			
I. Review / Approval of Agenda	The Draft Meeting agenda was reviewed. Items III and IV were reversed. Items VI, VII and IX were on hold depending on time constraints.	The Meeting Agenda was approved with changes.	
II. Review / Approval of Meeting Summary	Meeting summary for September 15, 2008 not presented.		Will be presented at next month's meeting.
III. Data Summit and Follow-Up Meeting	Miguel Martinez reported that the Data Summit workgroup met prior to the		

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<p>IV. Epi Profile Recommendations</p>	<p>Evaluation subcommittee meeting. The data summit is scheduled for November 21, 2008 from 8:30 to noon. It was reported that parking has been secured around the Village. The agenda has been finalized. To date 35 individuals have indicated their attendance. Pamela Ogata reported that work has started on the 2009 summit which will be held on October 9, 2009.</p> <p>Juli-Ann Carlos reported that the HIV EPI program staff are working on updating the current Epi-Profile. Ms. Carlos stated that the report should be ready in early 2009. Ms. Carlos also stated that the report should have been completed prior to the completion of the Prevention Plan, but because of challenges the program faced, it was unable to complete. The HIV EPI program staff hopes to be back on track and have the next profile completed in three years prior to the next update of the Prevention Plan.</p> <p>Ms. Carlos asked for guidance from the committee regarding the presentation of data based on the new priority population hybrid model as surveillance</p>	<p>Miguel Martinez reminded the committee that the intent of the Prevention Plan is to present the data in a way that is not mutually exclusive. The Committee members agreed.</p>	
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<p>V. County Level Data Collection Systems</p>	<p>data is limited and cannot address critical populations, Ms. Carlos asked “how does OAPP want data presented?” A discussion took place regarding whether the data should be mutually exclusive or not. The decision was made to stay with original intention of the PPC and present the data as not mutually exclusive. Therefore, the data will be overlapping. One reason for the decision was that this Epi Profile will mostly likely not be used for the next Prevention Plan and decision can be made at that time as to how the data will need to be presented. Ms. Carlos also stated that there will be a section with references to special studies that will address some of the critical populations along with data on co-factors.</p> <p>Min Kim reported that contact information on Office of Health Assessment has been added to the handout. This handout will be distributed at the Data Summit.</p>	<p>A source for data on homelessness was suggested.</p>	<p>Pamela Ogata will follow up on a contact for data on homelessness.</p>
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<p>VI. PPC Membership Survey</p>	<p>Min Kim reviewed the “Critical Attributes of HIV Prevention Community Planning” document. Mr. Kim stated that CDC requires us to ask questions on these attributes. The previous survey included questions on all attributes and was based on the BRG model. Discussion followed on whether to ask the representation questions based on a BRG model since this is the way OAPP needs to report the data to CDC or should the questions be revised to reflect the new hybrid model. If only the hybrid model is asked then an alternative is to use membership applications to gather BRG information. Subsequently a discussion followed on gap analysis attributes. In addition to this issue there was a discussion on when the survey and method of follow up for those members who are not present at the annual PPC meeting or leave the meeting early.</p>	<p>The survey should be revised to reflect the priority population hybrid model.</p> <p>The survey should be completed at the PPC annual meeting in December.</p>	<p>Min Kim will e-mail last year’s survey to the committee members prior to next month’s meeting.</p> <p>Pamela Ogata will request time on the agenda from the Operations Committee.</p> <p>Pam Ogata will follow up with John Mesta on those attributes dealing with gap analysis and whether to include questions in the survey.</p>
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<p>VII. Service Inventory</p>	<p>Research work pending on mental health and substance abuse service categories.</p>	<p>Miguel Martinez will follow up with the Rainbow Directory and Pamela Ogata with APLA on the HIVLA directory.</p>	
<p>VIII. 2008 Subcommittee Work Plan</p>	<p>Miguel Martinez reviewed the updated Work Plan with the committee members. Mr. Martinez reported that goals 1 through 3 were completed; with the data summit scheduled for November, goal # 4 will also be completed. There have been some challenges with goal #5 Secondary Data Base due to lack of staff. Goal #6 will be partially completed. Goal # 9 should be continued to 2009.</p>	<p>Continue work on Secondary Data Base in 2009.</p> <p>For the 2009 Work Plan the following should be included:</p> <ul style="list-style-type: none">• 2nd part of the Secondary Database• LACHNA analysis• Service inventory• 2009 Evaluation/Recommendations• Other project analysis	

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IX. Discuss 2009 Evaluation Plan	<p>Pamela Ogata reported that there was a better response rate from agencies. There needs to be a method to report outcomes. OAPP is currently working with the State to implement LEO beginning in 2009. There will be standardized HERR forms. The information on the forms will be based on CDC program indicators along with inquires as to outcome, pre/post test scores and perceptions. Agencies can ask additional questions that they need. Teleflora scanning technology will be used in Los Angeles. OAPP staff is working with State staff to implement the changes required to facilitate a billing structure for agencies to use as well. As the inclusion of OAPP questions. Once the State completes the HERR forms for the entire state, then the State will work on implementing the OAPP form, which will be different from other jurisdictions.</p>		<p>Pam Ogata will bring draft HE/RR forms to November meeting for review along with evaluation forms used currently.</p>
X. November 2008 Draft Agenda	<p>Miguel Martinez reviewed items to be included.</p>		<p>Miguel Martinez will send OAPP staff a draft of agenda.</p>
XI Announcements			
XII Adjournment	<p>Meeting adjourned at 3:35 PM</p>		

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MOTION AND VOTING SUMMARY		
MOTION #1: Approve the Meeting Agenda	<i>Passed by Consensus</i>	MOTION PASSED
MOTION #2: Approve Meeting Summary for September 15, 2008	<i>Tabled to next meeting</i>	

Materials Distributed:

“Critical Attributes of HIV Prevention Community Planning” Appendix