

# DENVER HIV RESOURCES PLANNING COUNCIL

## **Evaluation and Assessment Committee Meeting Communication Minutes**

DPHHA, 605 Bannock Street, Library  
February 11, 2010  
1:30 – 3:30 pm

### **Introductions -**

**Members and Guest Present – Brooke B., Josh B., Edward G., and Richard W.  
Staff Present – Maria L. and Daniel O.**

### **EAC Mission**

**Evaluation and Assessment Committee** – Is responsible for conducting the annual needs assessment and developing and reviewing progress on the three-year comprehensive plan.

### **Specific Purpose of Meeting**

- Discuss Mark's Annual Data Plan
- Discuss Review Annual Retreat Report
- Create Timeline for Implementation and data requests.

### **Objectives for Meeting**

- Prioritize Implementation

### **Approval of Minutes – NA**

### **DHRPC Retreat Report**

- Focus on 2011 NA
- Meaningful Survey Questions

### **EAC Committee Comments –**

- Do we need a new Data Source for Needs Assessment?
- Utilize Testing Information
- Every three years is the Comprehensive Needs Assessment – 2011
  - Un-met needs?
  - Oral Dental Health?
  - Need “real” information
  - Provider response.
  - Priorities is 6 months away.

- NA Data due by May or June
- Realistically does not give us much time

### Action Steps

Action Step	Responsible Party	Deadline
1) Create RFA to began process to hire expert who will facilitate this process.	Maria L.- DHRPC Richard W. CDPHE	March 11, 2010
2) Find similarities between all Needs Assessments	EAC	TBD
3) Review National NA Data	NA Expert	TBD
4) Determine Common Data Set Variables and utilize existing data sources identified in Mark's Strategy to assess	EAC	TBD

### Next Meeting Logistics

- March 11, 2010 (2nd Thursday of each month)
- 1:30pm – 3:30pm
- 2nd Floor Library, Denver Public Health, 605 Bannock Street Corner of 6th and Bannock
- Visit web site [www.dhrpc.org](http://www.dhrpc.org) for agenda and location details

### Key Items for Next Meeting

- Start the RFA Process to hire a consultant.
- Consult with Brian Nopher – CDPHE
- Review Maria's Timeline – Posted on website
- RFA – Skill set.

### Workgroup Leadership

	Name	Phone or Email
Co-chair:		
Co-chair:		
Person submitting the report:	Maria Lopez	<a href="mailto:marial@dhrpc.org">marial@dhrpc.org</a>