Transitional Care Coordination from Jail Intake to Community HIV Primary Care —•

START-UP PHASE

Goal 1 Preparation for Intervention Implementation

Objective 1.1 Establish Expectations and Working Relationships with the Implementation Technical Assistance Center (ITAC), Dissemination and Evaluation Center (DEC) Intervention Leads, and TA Content Experts

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Review intervention protocols.	5/15/16	ITAC, TA Content Experts, DEC	Scheduling conflicts	Onsite meeting/ Conference calls
b) Review and compile a list of tools to be used by intervention staff during the implementation phase, including but not limited to, survey tools, case study templates, and a data dictionary. Schedule monthly ITAC Lead and TA Content Expert "check-in" calls	6/15/16	ITAC, TA Content Experts, DEC	Scheduling conflicts	Onsite meeting/ Conference calls
c) Plan the convening agenda and performance site trainings.	6/15/16	ITAC, TA Content Experts, DEC	Scheduling conflicts	Onsite meeting/ Conference calls
d) Schedule monthly "check-in" call and/or meetings between ITAC and TA Content Experts.	6/15/16	ITAC	Scheduling conflicts	Onsite meeting/ Conference calls
e) Performance sites meet with ITAC: Review implementation plan and TA agenda, inclusive of site visit protocols.	7/1/16	ITAC	Scheduling conflicts; delay in funding agreements	Onsite meetings
f) Performance sites meet with DEC Intervention Lead and review multisite evaluation (MSE) plan; identify MSE data collection and reporting procedures; establish MSE reporting timeline; identify MSE TA needs.	7/1/16	DEC	Scheduling conflicts; delay in funding agreements	Conference calls
g) Establish onsite, multisite, and conference call meeting schedule between performance sites and ITAC, DEC, and TA Content Experts.	7/1/16	ITAC	Scheduling conflicts	Conference calls

Objective 1.2 Identify Additional Training and Support Needs

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Conduct functional assessment to determine training and TA support needs in implementing Transitional Care Coordination (TCC) model, strengthen relationships with jail/community health partners, improve work flow, and integrate existing programs, inclusive of establishing memorandum of understanding (MOUs).	7/1/16	ITAC, TA Content Experts	Coordinating assessment with jail staff	Onsite assessment
b) Provide TA support to assess staffing needs, hiring protocols, and deadlines.	7/1/16	ITAC, TA Content Experts	Personnel policies	Onsite meeting and review
c) Conduct training needs assessment with staff.	8/31/16 – ongoing	ITAC, TA Content Experts	Scheduling conflicts	Onsite assessment/ Convening/Online survey
d) Review National HIV/AIDS Strategy (NHAS) with sites and assess what elements of the strategy will be addressed by the intervention.	7/1/16	ITAC, TA Content Experts	Unfamiliarity with the NHAS	Onsite assessment/ Convening

Objective 1.3 Establish Expectations and Working Relationships with Jail System

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Tour jail and meet all relevant staff. Conduct logistical assessment of available/appropriate space and equipment, allowing for flexibility to meet jail safety and public health intervention confidentiality needs.	8/1/16	ITAC	Unfamiliarity with stakeholders at jail, jail staff availability and turnover, lockdowns and other security concerns.	Onsite tour
b) Assess performance site's familiarity and relationship with the jail, inclusive of administrative communications with the sheriff's department and the degree of buy-in within the jail system, including key jail administrators and jail medical staff.	8/1/16	ITAC, TA Content Experts	Lack of or problematic communication history. Jail system's unfamiliarity with the model.	Onsite tour
c) Assess communication patterns/status between "medical staff" and "jail staff."	8/1/16	ITAC, TA Content Experts	Lack of historical intra-organization collaboration.	Onsite tour
d) Assess the status of community action plans or major community events during the past 1–5 years, including their impact on the program.	7/1/16	ITAC	Lack of available information	Online research
e) Provide support on finalizing participant recruitment plan.	8/1/16	ITAC, TA Content Experts, DEC	Unfamiliarity with program model	Onsite tour
f) Provide support to complete any clearances necessary to access the jail and any necessary consent forms to share medical data and pick up patients at discharge.	8/15/16	ITAC, TA Content Experts	Unfamiliarity with clearance processes	Conference calls
g) Provide support to finalize any processes to offer incentives, such as commissary funds or bring needed supplies into jail.	8/15/16	ITAC, TA Content Experts	Inability to bring supplies/ offer incentives as planned	Conference calls
h) Provide support in assessing options for coordinating access to discharge medications and the discharge plan.	8/15/16	ITAC, TA Content Experts	Unfamiliarity with medication access and discharge process.	Conference calls
i) Draft work flow documentation. This should illustrate the different stages a client passes through within the jail, from enrollment into the intervention to discharge planning to the discharge process, including annotation of who is performing which actions. The documentation may be used by all partners.	8/15/16	ITAC, TA Content Experts, DEC	Unfamiliarity with discharge process.	Conference calls

Goal 2 Provide Necessary Training to Implement Intervention

Objective 2.1 Train Project Staff and Agency Leadership

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Train intervention staff in intervention components and procedures.	8/26/16	ITAC, TA Content Experts, DEC	Lack of knowledge of specific program model	Webinar/Convening/ Conference call
b) Train intervention staff and management in theoretical basis for intervention and assess management buy-in.	8/26/16	ITAC, TA Content Experts, DEC	Unfamiliarity with theoretical bases for intervention	Webinar/Convening
c) Train intervention staff and management on network of care needed for comprehensive support for intervention participants.	8/26/16	ITAC, TA Content Experts, DEC	Culture of local service area related to collaboration vs. competition	Convening

Objective 2.1 Train Project Staff and Agency Leadership *(continued)*

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
d) Assess support needed to comply with state and local laws that impact the intervention.	8/26/16	ITAC, TA Content Experts, DEC	Unfamiliarity with state and local laws	Webinar/Convening/ Conference calls
e) Assess training support needs related to public and private benefits, inclusive of Ryan White AIDS Drug Assistance Program (ADAP) enrollment and recertification.	8/26/16	ITAC	Unfamiliarity with benefits' requirements	Onsite assessment/ Conference calls
f) Train Data Manager in MSE data collection and reporting.	8/26/16	DEC (with support from ITAC)	Unfamiliarity with Boston University (BU) database	Webinar/Convening
g) Train Project Manager on using FoundationConnect for submission of program reports.	8/26/16	ITAC	Unfamiliarity with FoundationConnect	Webinar/Convening
h) Train Project Manager on federal funding compliance requirements and AIDS United financial procedures.	8/30/16	ITAC	Lack of organizational capacity and systems' challenges	Provide training and AIDS United grantee manual
i) Train Project Manager on establishing a Health Liaison to the courts. Review strategies for addressing challenges and communication protocols, as well as other considerations.	8/30/16	ITAC, TA Content Experts	Poor or lacking relationship with court system	Convening
j) Train intervention staff and management on trauma-informed practices and prevalence of trauma with incarcerated populations.	8/30/16	ITAC, TA Content Experts	Unfamiliarity with trauma-informed care	Convening
k) Train intervention staff and management on cultural humility in working with marginalized populations.	8/30/16	ITAC, TA Content Experts	Unfamiliarity with cultural humility model	Convening

Goal 3 Provide Support for Local Internal Review Board (IRB) Approval

Objective 3.1 Advise and Provide Templates for IRB Application

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Provide training on applying for and securing IRB approval.	6/15/16	DEC (with support from ITAC)	Scheduling conflicts	Webinar
b) Conduct follow-up with each site on progress with IRB.	9/30/16	DEC (with support from ITAC)	Delays with IRB process	Conference calls
c) Determine if annual IRB renewals are secured.	9/30/2016 9/30/2017 9/30/2018	DEC (with support from ITAC)	Unfamiliarity with the renewal process	Conference calls

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INITIAL IMPLEMENTATION PHASE

Goal 1 Implementation and Capacity-Building

Objective 1.1 Train Project Staff

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Conduct training needs assessment with staff.	9/30/16 – ongoing	ITAC, TA Content Experts	Scheduling conflicts	Onsite assessment/ Online survey
b) Train intervention staff on key areas of intervention, such as retention strategies; motivational interviewing; stages of engagement in care; Department of Corrections (DOC) overview and security; alcohol and other drugs; trauma-informed care; crisis intervention; mental health; incarceration; chronic homelessness; and required documentation.	11/30/16	ITAC, TA Content Experts, DEC	Scheduling conflicts	Onsite training/ Conference calls
c) Train intervention staff on discharge planning, including developing and standardizing effective plans, "decision trees," and other discharge planning tools. Review strategies for addressing delays in the discharge process.	11/30/16	ITAC, TA Content Experts, DEC	Scheduling conflicts	Onsite training/ Conference calls
d) Train staff on intervention timing, including development of pre- and post-release tools and checklists.	11/30/16	ITAC, TA Content Experts, DEC	Scheduling conflicts	Onsite training/ Conference calls
e) Train staff, including support staff and jail-based collaborators, on TCC model and implementation requirements, tools, protocols, and practices.	11/30/16	ITAC, TA Content Experts, DEC	Scheduling conflicts	Onsite training/ Conference calls
f) Train staff/community partners in HIV medical case management, HIV 101, antiretroviral therapies and treatment compliance.	8/30/17	ITAC, TA Content Experts, DEC	Scheduling conflicts	Onsite training/ Conference calls

Goal 2 Provide Ongoing Support for Implementing Sites

Objective 2.1 Ensure Collaboration and Sharing of Strategies Across Sites

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Facilitate sharing of successes, challenges, and strategies among implementing sites. Conduct TA support assessments and provide support as needed.	ongoing	ITAC, TA Content Experts	Scheduling conflicts	Conference calls
b) Facilitate training and sharing on provider self care practices.	ongoing	ITAC, TA Content Experts	Scheduling conflicts	Conference calls

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MAINTENANCE PHASE

Goal 1 Provide Ongoing Support for Implementing Sites

Objective 1.1 Ensure Collaboration and Sharing of Strategies Across Sites

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Facilitate sharing of successes, challenges, and strategies among implementing sites. Conduct TA support assessments and provide support as needed.	ongoing	ITAC, Intervention Staff	Scheduling conflicts	Conference calls
b) Facilitate TA support to strengthen community collaborations; update MOU's; and identify additional TA support needs.	ongoing	ITAC, TA Content Experts	Scheduling conflicts	Conference calls/ Webinars

Objective 1.2 Share Impact of Intervention Across Sites

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Share national evaluation data, as available.	ongoing	ITAC, TA Content Experts	Lag time until sufficient data is collected and available to share	Conference calls/ Webinars
b) Have sites share case studies on participants served through the intervention, as well as staff experiences.	ongoing	ITAC, TA Content Experts, DEC	Unfamiliarity with case study presentation format	Conference calls/ Webinars

Objective 1.3 Train Project Staff

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Conduct training needs assessment with staff.	ongoing	ITAC	Scheduling conflicts	Conference calls

Goal 2 Ensure Continuity and Fidelity to Program Model through Staffing Changes

Objective 2.1 Provide Training for New Staff and Support for all Staff

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Schedule training with all new staff, including an overview of key intervention and evaluation elements.	Within one month of a new staff member's start date	ITAC, DEC	Scheduling conflicts	Requirement of implementing sites to be included in grantee manual
b) Assess staff and management's continued buy-in to model. Address challenges and areas of concern.	ongoing	ITAC, TA Content Experts	Challenges with implementing the model. Concerns about sustainability.	Conference calls/ Site visits

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PROGRAM INTEGRATION PHASE

Goal 1 Planning For Integration of Program Model

Objective 1.1 Assess Organizational Sustainability, Including Integration of the Jails Intervention

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Provide access to structured sustainability assessment tools.	5/1/18	ITAC	Lack of specific funding to continue intervention	Washington University's Program Sustainability Assessment Tool/ Webinar
b) Provide individualized coaching to maintain intervention.	9/1/18	ITAC, TA Content Experts	Lack of specific funding to continue intervention	Site visits/ Conference calls

Objective 1.2 Assess Impact of Intervention on Program

Activity	Completion Date	Responsible Parties	Potential Barriers	TA Strategies
a) Conduct qualitative interviews with intervention staff, key stakeholders, and patients.	5/30/19	ITAC, DEC	Scheduling conflicts	Onsite meetings/ Online survey