

Module 6: Integrated/Comprehensive Plan

GETTING READY: NOTES FOR TRAINERS

MODULE SCOPE

Purpose

This module describes the development and use of an integrated/comprehensive plan that sets multi-year goals and objectives for the EMA or TGA and serves as the foundation for the PC/PB's annual planning cycle. Plan development, implementation, progress assessment, and updating are a joint effort of the PC/PB and recipient, and the Integrated HIV Prevention and Care Plans for 2017-2021 often reflect collaboration by RWHAP Part A and Part B programs and HIV prevention and care recipients. The module explains the roles played by the PC/PB and other bodies in RWHAP integrated/comprehensive planning.

Content Overview

Overview

- Importance of the Integrated/Comprehensive Plan
- Legislative Requirements
- HRSA/HAB Expectations
- Components of an Integrated HIV Prevention and Care Plan

Developing an Integrated/Comprehensive Plan

- Typical PC/PB Responsibilities for Integrated/Comprehensive Planning
- Plan Development

Using the Plan

- Implementing the Plan
- Reviewing Progress
- Updating the Plan

Learning Objectives

Following training (which may take place over one or more sessions), participants will be able to:

Overview

1. Describe the role and importance of the integrated/comprehensive plan in guiding the PC/PB's work.
2. Describe legislative requirements for RWHAP Part A comprehensive planning.
3. Explain the role of the PC/PB in integrated/comprehensive plan development.
4. Specify at least 3 HRSA/HAB expectations for PC/PBs in integrated/comprehensive planning and use of the plan.

Developing an Integrated/Comprehensive Plan

5. List and explain at least 4 typical responsibilities of a PC/PB in development of an integrated/comprehensive plan.
6. Describe typical steps in the development of an integrated/comprehensive plan.
7. Describe at least 3 special considerations for making collaborative multi-jurisdictional planning successful.

Using the Plan

8. Describe at least 3 actions a PC/PB can take to support collaborative implementation, progress assessment, and updating of its Integrated HIV Prevention and Care Plan.
9. Describe the role of PC/PB committees in implementing their plan.
10. Identify 3-5 measures to help the PC/PB assess plan progress and challenges.
11. Describe a process for using measures of progress and outcomes to update and strengthen its plan.

USING THE MODULE

Suggested Uses

- To prepare PC/PB members for ongoing and periodic integrated/comprehensive planning—development, implementation, review, and updating of your jurisdiction’s plan
- To train new members of committees involved in integrated/comprehensive plan development, review, or updating
- As a source of materials for short training sessions for new PC/PB members on specific topics related to integrated/comprehensive planning
- To familiarize PC/PB support staff and recipient staff with RWHAP Part A integrated/comprehensive planning responsibilities, which are shared between the PC/PB and recipient—especially staff without prior RWHAP or other community planning experience
- To clarify for new members, all members, committee members, and/or PC/PB officers/leaders the importance of the plan in guiding the work of the PC/PB, and assessing its progress towards local objectives and the goals of the National HIV/AIDS Strategy: Update to 2020

Localizing the Module

- Add the name and/or logo of your PC/PB and a map of your EMA or TGA to the slides
- Ask experienced PC/PB officers and members, especially members of the committee responsible for integrated/comprehensive planning, to help design and implement training for new members
- Add slides summarizing the goals, objectives, work plan, and progress of your jurisdiction’s current plan
- Revise or replace the examples provided in suggested activities so that they provide local situations or data

EQUIPMENT AND MATERIALS CHECKLIST

- PowerPoint projector and laptop
- Easel pad, markers, and tape
- Copies of participant materials for Activities
- Copies of Quick Reference Handouts

MATERIALS FOR THIS MODULE

- PowerPoint Slides: Integrated/Comprehensive Planning
- Activity 6.1—Quick Discussions to Apply Knowledge
- Activity 6.2—Committee Responsibilities for Implementing a Joint Integrated/Comprehensive Plan
- Activity 6.3—Using Your Plan
- Quick Reference Handout 6.1—Localizing a Joint Integrated/Comprehensive Plan

BACKGROUND INFORMATION FOR TRAINERS

Focus and Importance of Module 6

Module 6 provides information designed to help PC/PBs play an active role in the development, implementation, monitoring, and updating of an integrated/comprehensive plan, and use the plan to guide their annual activities. Such planning enables the PC/PB and recipient to step back from day-to-day activities to review current RWHAP client needs and clinical outcomes in their EMA/TGA, and consider what they can do to improve client outcomes and help to end the epidemic. Integrated/comprehensive planning provides an opportunity for seeking input from people with HIV about their service needs and barriers, considering needs across the state through participation in the Statewide Coordinated Statement of Need (SCSN) process, and gaining a better understanding of the current system of care. The process of planning makes PC/PB members better informed. A sound plan can provide clear goals, measurable objectives, and specific strategies and tasks that can focus and guide the work of the PC/PB.

Key Concepts and Terms

This module introduces many RWHAP related terms. What follows is some additional information to provide history and context that are important for this module and may need clarification during the training. (Key Concepts and Terms is intended primarily for the trainer, but can also be provided to participants as a handout).

Integrated/comprehensive planning. Under RWHAP legislation, one of the duties of a PC/PB is to “develop a comprehensive plan for the organization and delivery of health and support services.” [§2602(b)(4)(D)]. The legislation requires that the plan include strategies for identifying people who are not in care and enabling them to use available services; coordinating services with HIV prevention programs and with substance abuse prevention and treatment programs; and identifying, testing, and linking to care individuals with HIV who are unaware of their status. It also requires that the plan be compatible with other HIV-related state or local plans. The PC/PB is expected to work closely with the recipient to develop the plan, but has a lead role because of the legislation. Plans were due every three years until 2015. In that year, for the first time, HRSA/HAB and the Centers for Disease Control and Prevention (CDC) Division of HIV/AIDS

Prevention (DHAP) issued a joint guidance for development of a five-year Integrated HIV Prevention and Care Plan. The guidance strongly encouraged development of a joint plan for HIV prevention and care, and allowed RWHAP Part A programs to develop multi-jurisdictional plans with the state Part B program and/or other Part A programs. Plans were submitted in 2016 and covered the five-year period 2017-2021. Thus, the legislative requirements for comprehensive planning remain unchanged, but the partners, content, and process for plan development changed with the new guidance. The Training Guide uses the term “integrated/comprehensive planning” to reflect both the move to integrated prevention-care planning and often multi-jurisdictional HIV planning, and the continuing legislative requirement for comprehensive planning.

For More Information

Additional Resources

- Ryan White HIV/AIDS Program Part A Manual, especially Section XI, Planning and Planning Bodies:
 - *Chapter 5. Comprehensive Plan*
 - *Chapter 6. Statewide Coordinated Statement of Need*

Related Training Guide Resources

- *Module 3: Overview of the RWHAP Part A Planning Cycle*, PowerPoint Slides and Quick Reference Handout: Annotated Flow Chart of the Annual RWHAP Part A Planning Cycle
- *Module 4: Needs Assessment*

Other Online Resources

Integrated HIV/AIDS Planning Technical Assistance Center (IHAP TAC) is a cooperative agreement that supports RWHAP Part A and Part B, and HIV prevention recipients and planning bodies, with integrating their planning, including implementation and monitoring of Integrated HIV Prevention and Care Plans. The IHAP website includes materials, among them:

- An Integrated HIV Prevention and Care Online Resource Guide
- Roles and Responsibilities for Prevention and Care Planning Bodies and Integrated Planning
- A Directory of Integrated HIV Prevention and Care Plans, with hyperlinks to publicly available 2017-2021 plans.

Integrated HIV Prevention and Care Plan Guidance, including the Statewide Coordinated Statement of Need, CY 2017-2021: June 2015 Guidance from CDC and HRSA/HAB on development of the first Integrated HIV Prevention and Care Plans.

For links to all the resources listed above, go to www.TargetHIV.org/planning-chatt/module6

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