

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2016 Council Activities

(Revised 02-02-16)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location.

The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 713 572-3724.

General Information: The following is a list of significant activities regarding the 2016 Houston Ryan White Planning Council. Consumers, providers and members of the general public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or meeting packets, please contact the Office of Support at 713 572-3724 or visit our website at: www.rwpchouston.org.

Routinely, the Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.

- Thurs. Jan. 21 Council Orientation.
- Thurs. Feb. 4 12 noon. First 2016 Steering Committee meeting.
- Tues. Feb. 9 10:00 am. Orientation for new 2016 External Committee Members.
- Thurs. Feb. 11 12 noon. First 2016 Council meeting.
- Fri. Feb. 12 Deadline for submitting a Project LEAP application form. See April 6 for description of Project LEAP. Call 713 572-3724 for an application form.
- Thurs. Feb. 25 11:00 am. Priority & Allocations Committee meets to approve the **policy on allocating FY 2016 unspent funds, FY 2017 priority setting process** and more.

Fri. March 4 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding, or recommending funding, for 16 of the 28 allowable HRSA service categories. The Proposed Idea Form can be used to ask the Council to reconsider including a service that is no longer being funded by Ryan White Part A, Part B or State Services. The form requires documentation for why dollars should be used to fund a particular service and why it is not a duplication of a service already offered through another funding source. Anyone can submit a Proposed Idea Form. Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.

The Office of Support notifies the public regarding the **Subcategory Allocation Review Process**.

March EIIHA Workgroup meeting.

Thurs. March 17 Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2017 service categories** for Part A, Part B and *State Services* funding.

Tues. March 22 **Consumer Training** on the How to Best Meet the Need process.

Wed. April 6 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals infected with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area.

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April Conduct the Year 4 evaluation of the **Comprehensive HIV Plan**.

Thurs. April 7 12 noon. Steering Committee meets.

Thurs. April 14 12 noon. Planning Council meets.

1:30 – 4:00 pm. Council and Community Training for the How to Best Meet the Need process. Those encouraged to attend are community members as well as individuals from the Quality Improvement, Priority & Allocations and Affected Community Committees. Call 713 572-3724 for confirmation and additional information.

Tentative: Workgroups for Proposed Ideas including ideas on retention in care and retaining young
April 19 or 20 MSM of color.

Tues. April 26 10:30 am – 4:00 pm. **How To Best Meet the Need Workgroups #1 and #2** at which the following services will be reviewed:

- Ambulatory/Outpatient Medical Care (including Local Pharmacy Assistance, Medical Case Management & Service Linkage – Adult, Rural and Pediatric)
- Clinical Case Management
- Health Insurance Premium & Co-pay Assistance
- Home & Community-based Health Services (Adult Day Treatment)
- Hospice
- Linguistic Services
- Medical Nutritional Therapy (including Nutritional Supplements)
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Oral Health – Untargeted & Rural
- Professional Counseling (Mental Health)
- Substance Abuse Treatment/Counseling
- Vision Care

Call 713 572-3724 for confirmation and additional information.

Wed. April 27 3:00 pm – 5:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

- Early Intervention Services
- Legal Assistance
- Transportation (van-based-Untargeted & Rural)

Call 713 572-3724 for confirmation and additional information.

Thurs. April 28 Priority & Allocations Committee meets to allocate **Part A unspent funds**.

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Fri. May 6 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See March 4 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.

Tues. May 17 11:00 am. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2017 Council Support Budget.

Thurs. May 19 11:00 am. Quality Improvement Committee meets to approve the **FY 2017 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

Tues. May 24 7:00 pm., Public Hearing on the **FY 2017 How To Best Meet the Need results**.

Thurs. May 26 9:00 am. (**P & A meets at 11:00 am**). Special Quality Improvement Committee meeting to review public comments regarding **FY 2017 How To Best Meet the Need results**.

Thurs. May 26 Priority & Allocations Committee meets to recommend the **FY 2017 service priorities** for Ryan White Parts A and B and *State Services* funding.

Thurs. June 2 12 noon. Steering Committee meets to approve the **FY 2017 How to Best Meet the Need results**.

Thurs. June 9 12 noon. Council approves the **FY 2017 How to Best Meet the Need results**. **Project LEAP students present the results of their needs assessment to the Council.**
OFF SITE MEETING

June 9 - 15 Meeting times to be determined. Special Priority & Allocations Committee meetings to draft the **FY 2017 allocations for RW Part A and B and State Services funding**.

Thurs. June 16 11:00 am. Quality Improvement Committee reviews the results of the assessment of the administrative mechanism. **or AUG. meeting w/ SOC training**

Wed. June 22 11:00 am. The Priority & Allocations Committee meets to approve the **FY 2017 allocations for RW Part A and B and State Services funding**. LEAP students will be in attendance.

Mon. June 27 7 pm. Public Hearing on the **FY 2017 service priorities and allocations**.

Tues. June 28 11:00 am. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2017 service priorities and allocations**.

July/Aug. Workgroup meets to complete the proposed **FY 2017 EIIHA Plan**.

Thurs. July 7 12 noon. Steering Committee approves the **FY 2017 service priorities and allocations**.

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- Thurs. July 14 12 noon. Council approves the **FY 2017 service priorities and allocations.**
- Thurs. July 28 If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2017 priority & allocations.** They also allocate **FY 2016 carryover funds.** (**Allocate even though dollar amount will not be avail. until Aug.**)
- Thurs. Aug. 4 ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – THIS STEERING COMMITTEE MEETING IS THE **LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2017 GRANT.** (Mail out date for the August Steering Committee meeting is July 28, 2016.)
- Tues. Aug. 23 12 noon. **Consumer Training** on Standards of Care and Performance Measures.
- Fri. Sept. 2 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 4 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.
- Thurs. Sept. 15 11:00 am. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Tues. Sept. 20 12 noon. **Consumer-Only Workgroup** meeting to review FY 2017 Standards of Care and Performance Measures.
- Tues. Oct. 18 11:00 am. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
- October or November Community Workgroup meeting to review **FY 2017 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 27 11:00 am. Priority & Allocations Committee meets to allocate FY 2016 unspent funds.
- Nov/Dec/Jan. Review the evaluation of 2016 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2017 Project LEAP.
- November The Resource Group contacts all stakeholders to see if changes need to be made to the Ryan White Part B/State Services Letter of Agreement.
- Thurs. Nov. 10 12 noon. Council recognizes all external committee members.
- Tues. Nov. 15 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- December Conduct the Outcome Evaluation of the **Comprehensive Plan.**
- Thurs. Dec. 1 **World AIDS Day.**
- Thurs. Dec. 8 12 noon Council meeting to elect the **2017 Council officers.**