



Succession Planning for the Ryan White HIV/AIDS Part C Early Intervention Services, Part D Women Infants, Children & Youth, and Part F Community Based Dental Partnership Programs

Division of Community HIV/AIDS Programs Business Day
August 20, 2024

Marva Gooden, MSN, BSN, RN & LCDR Tara Lemons, MSN, MA, RN, RDN, LD
Project Officer, Division of Community HIV/AIDS Programs (DCHAP)
HIV/AIDS Bureau (HAB)

Vision: Healthy Communities, Healthy People



Health Resources and Services Administration (HRSA)

Overview



Supports more than 90 programs that provide health care to people who are geographically isolated, economically or medically challenged



HRSA does this through grants and cooperative agreements to more than 3,000 awardees, including community and faith-based organizations, colleges and universities, hospitals, state, local, and tribal governments, and private entities



Every year, HRSA programs serve tens of millions of people, including people with HIV, pregnant people, mothers and their families, and those otherwise unable to access quality health care

HRSA's HIV/AIDS Bureau Vision and Mission

Vision

Optimal HIV care and treatment for all to end the HIV epidemic in the U.S.

Mission

Provide leadership and resources to advance HIV care and treatment to improve health outcomes and reduce health disparities for people with HIV and affected communities.



HRSA's Ryan White HIV/AIDS Program (RWHAP) Overview

- Provides a comprehensive system of HIV primary medical care, medications, and essential support services for low-income people with HIV.
- Funds grants to states, cities, counties, and local community-based organizations to improve health outcome and reduce HIV transmission.
 - Recipients determine service delivery and funding priorities based on local needs and planning process.
- Provided services to over 566,000 people in 2022—more than half of all people with diagnosed HIV in the United States.
- 89.6% of RWHAP clients receiving HIV medical care were virally suppressed in 2022, exceeding national average of 65.1%ⁱ. This means they cannot sexually transmit HIV to their partners and can live longer and healthier lives.



Disclaimer Clause

None of the presenters for this session have anything to disclose.

DISCLAIMER

Purpose & Learning Objectives

- Discuss the importance of succession planning
- Outline steps for organizational succession planning
- Identify successful succession planning resources
- Develop a draft succession plan



Succession Planning - Why?



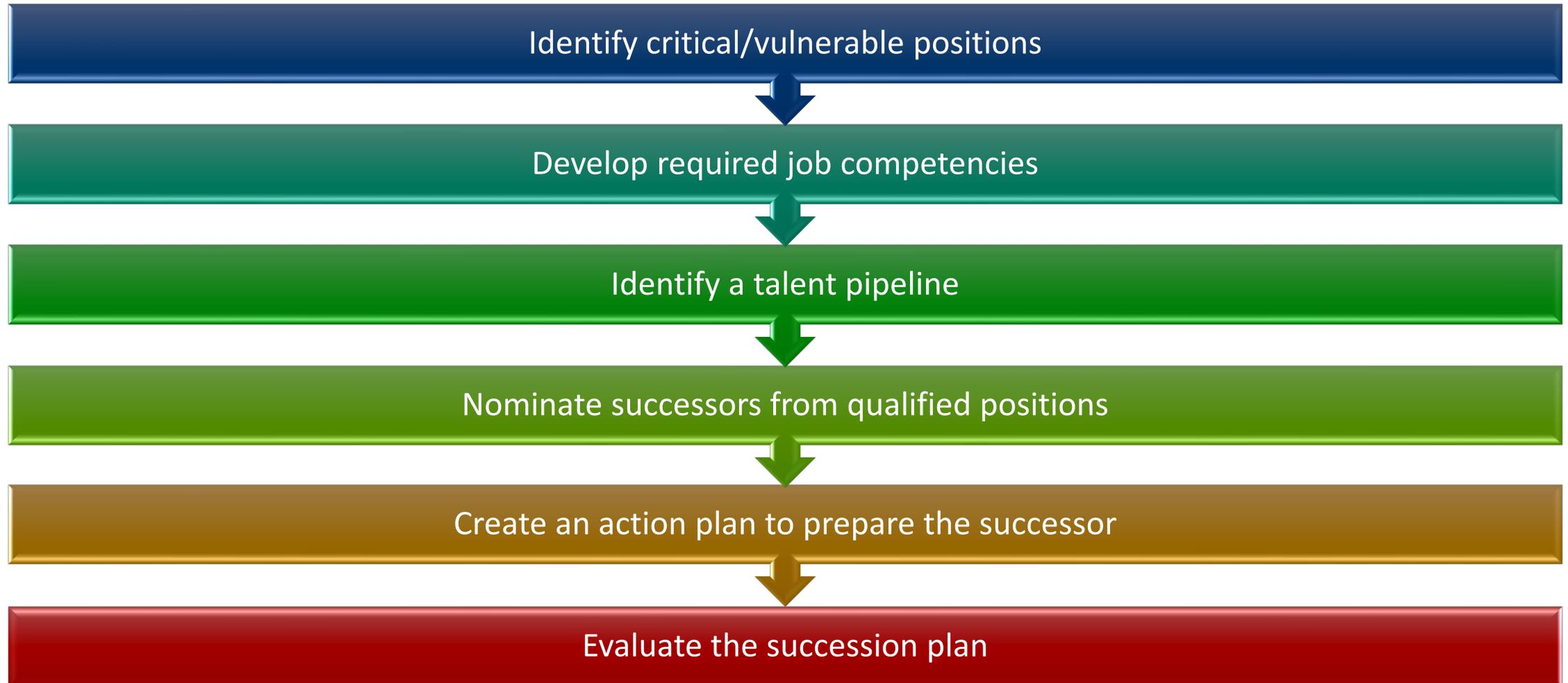
- **Continuity**
- **Risk Management**
- **Talent Development**
- **Maintaining Institutional Knowledge**
- **Retention and Engagement**
- **Adaptability and Innovation**

Whose is Responsible?

- **Who is responsible for succession planning?**
 - Program Manager or Director
 - Authorizing or Business Official
 - Organization Managers and Employees
- **Who benefits from having a succession plan in place?**
 - Leadership
 - Clients
 - Organizational Culture
 - Staff/Employees
 - Community Stakeholders



Succession Planning Steps



Getting Started

Developing a succession plan involves several key steps to identify, develop, and retain organizational talent

1. Identify critical/vulnerable positions

- Determine which positions are critical to the organization's success and require succession planning

2. Develop required job competencies

- This may include training programs, mentoring, job rotations, stretch assignments, and educational opportunities.

3. Identify a talent pipeline

- This may involve performance reviews, talent assessments, and discussions with managers and employees



Getting Started Continued

Developing a succession plan involves several key steps to identify, develop, and retain organizational talent

4. Nominate Successors from qualified positions

- Define the criteria and competencies required for success in key positions and use them to assess potential successors.

5. Create an action plan to prepare the successor

- Once potential successors are identified, create individualized development plans to help them acquire the skills and experience needed

6. Evaluate the Succession Plan

- Assess the effectiveness of the succession planning process periodically to determine its impact on organizational performance, employee engagement, and talent retention. Use feedback and data to refine the process and make continuous improvements.



Reference: National Institutes of Health (NIH) Office of Management: Workforce Planning and Analytics Section (WPAS), Workforce Support and Development Division (WSDD), Office of Human Resources (OHR), Succession Planning: A Step-by-Step Guide.



Data: Succession Planning in State Health Agencies in the United States: A Brief Report

"Approximately 25% of the public health workforce to retire by 2020."

Study showed succession planning activities are not being addressed, and limited succession planning occurs across State Health Agencies (Harper, E., Leider, J., Coronado, F., Beck, A., *J Public Health Management Practice*. 2018; 24(5): 473-478).

Doi:1097/PHH.00000000000000700.

Research Brief Report

Succession Planning in State Health Agencies in the United States: A Brief Report

Elizabeth Harper, DrPH; Jonathon P. Leider, PhD; Fatima Coronado, MD, MPH; Angela J. Beck, PhD, MPH

ABSTRACT

Objective: Approximately 25% of the public health workforce plans to retire by 2020. Succession planning is a core capability of the governmental public health enterprise; however, limited data are available regarding these efforts in state health agencies (SHAs).

Methods: We analyzed 2016 Workforce Gaps Survey data regarding succession planning in SHAs using the US Office of Personnel Management's (OPM's) succession planning model, including 6 domains and 27 activities. Descriptive statistics were calculated for all 41 responding SHAs.

Results: On average, SHAs self-reported adequately addressing 11 of 27 succession planning activities, with 93% of SHAs adequately addressing 1 or more activities and 61% adequately addressing 1 or more activities in each domain.

Conclusions: The majority of OPM-recommended succession planning activities are not being addressed, and limited succession planning occurs across SHAs. Greater activity in the OPM-identified succession planning domains may help SHAs contend with significant turnover and better preserve institutional knowledge.

KEY WORDS: public health practice, retirement, state health agencies, succession planning, turnover

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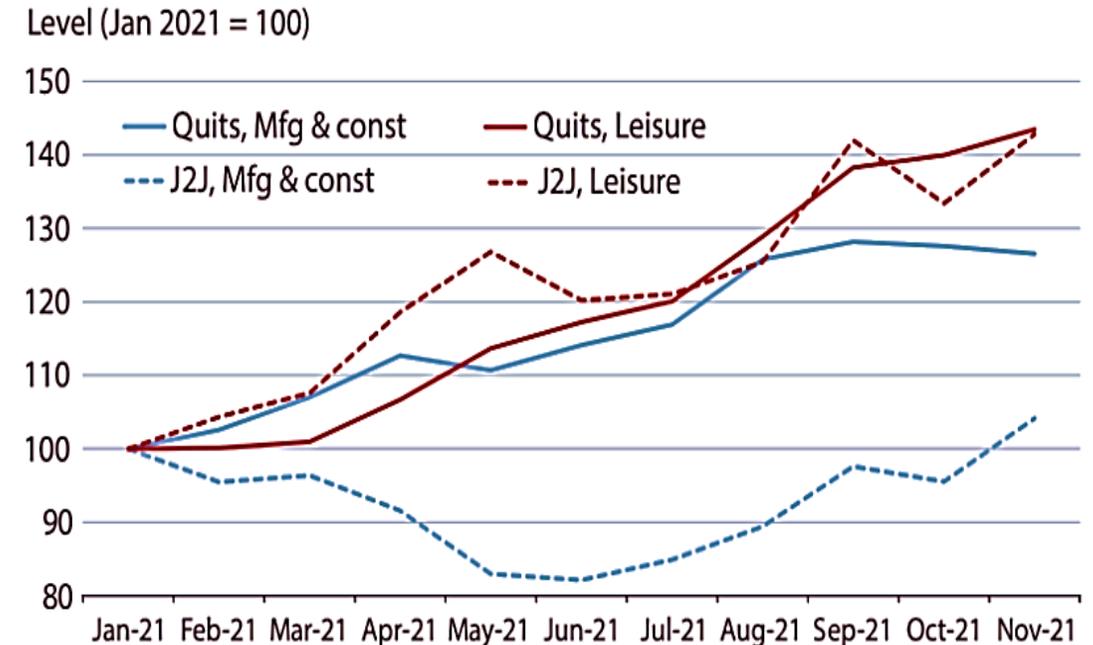


More Data

Quit Rates “The Great Resignation”

- Remain relatively high
- Rate of resignation is slowing
- Critical positions, including medical specialists, remain hard to fill, particularly in rural areas

Quits and Job-to-Job Transitions



NOTES: Data are seasonally adjusted and smoothed with a three-month moving average. Levels are normalized so that January 2021 = 100. J2J refers to job-to-job transitions.

SOURCES: Job Openings and Labor Turnover Survey, Current Population Survey and authors' calculations.



Step 1: Identify Critical/Vulnerable Positions

Identify key positions within the Ryan White HIV/AIDS Program(s) that require succession planning

This may include executive roles, key management positions, and other critical roles

Updating Key Positions in EHB is a critical responsibility of recipients



Sample Succession Planning Template

This spreadsheet, in conjunction with the step-by-step guide on succession planning on the OHR website, is designed to help you determine which positions in your organization are in most need of succession planning and to help you track your succession planning progress. Follow the steps below to determine the most vulnerable and critical positions, then prioritize your succession planning efforts.

	1) First, identify how vulnerable each position is using the key below.	2) Second, identify the criticality of each position using the key below. Consider whether a vacancy in this position could disrupt your organization's ability to achieve the objectives.	3) Finally, determine which positions are highest priority to begin succession planning. It is recommended to prioritize positions with high vulnerability and high criticality first.
Position Name	1. Position Vulnerability	2. Position Criticality Ranking	3. Succession Planning Priority Rank
	High Vulnerability = No identifiable successor	High Criticality= Essential to the mission	Establish a succession plan now
	Moderate Vulnerability = Successor ready in 1-2 years	Moderate Criticality= Moderate impact on the mission	Establish succession plan in the next 6-12 months
	Low Vulnerability = Successor ready now	Low Criticality= Little influence on achieving the mission	Monitor Successor Progress
Position 1 (For example, Authorizing Official)	Low Vulnerability	High Criticality	
Position 2 (For example Program Director)	Moderate Vulnerability	High Criticality	



Key Position Risk Assessment

Vulnerability: No successor position identified for this position				
Criticality: Impact of the position on the mission		Low Vulnerability	Moderate Vulnerability	High Vulnerability
	High Criticality	Moderate Risk	High Risk	High Risk
	Moderate Criticality	Low Risk	Moderate Risk	High Risk
	Low Criticality	Low Risk	Low Risk	Moderate Risk



Sokolowsky, J. (2023). Succession Planning: What It Is & Why It's Important (<https://chronous.com/blog/author/jsokolowsky>).



Step 2: Develop Required Job Competencies

- Identify potential successors for each key position based on performance and alignment with succession criteria.
- Key Data Points to consider
 - Years of Service
 - Promotion Readiness
 - Current role/strengths
 - Vulnerability/Criticality of the position
 - Employee onboard count & retirement eligibility
 - Separations and Accession (hiring) counts over the years



Step 3: Identify a Talent Pipeline

Describe strategies for building and maintaining a robust talent pipeline to ensure a steady supply of potential successors for key positions.

This may include talent acquisition initiatives, leadership development programs, and succession planning discussions in performance reviews.

Outline individualized development plans for each potential successor to help them acquire the skills and experience needed for future roles.

This may include training programs, mentoring, stretch assignments, details, and educational opportunities.



Step 4: Nominate Successors from Qualified Positions

Succession Criteria

- Define the criteria and competencies required for success in each key position. This may include technical skills, leadership abilities, industry knowledge, and other relevant factors
- Skill sets to identify key qualities:
 - Collaborative – Team Player
 - Organized – Detail Oriented
 - Self-Starter/Self-Motivated
 - Communication Skills
- Plans can vary widely depending on the organization's size, industry, and specific needs. This template provides a basic framework to get started



Succession Planning: Profile of success for [position name]

How to use this template

After you determine which positions to start succession planning for, use this template to create a profile of the competencies, skills, and institutional knowledge required for success in this position. Once you have identified potential successors, this profile can be used to create a development plan for those individuals. This profile can also be used to identify other positions that may be qualified to succeed this position.

Profile of [Position Title/Name]

Position Title: Series: Location:	Pay Plan: Grade Level:
Education Required: (Include special certifications, degrees, or licensure required for the position).	
Work Experience:	
Core Competencies: See the NIH Competency Dictionary for a comprehensive list of core and technical competencies: https://hr.nih.gov/working-nih/competencies/competencies-dictionary	Technical Competencies:
Functional areas of responsibility:	
Key projects, duties or activities performed:	
Additional skills or factors:	



Step 5: Create an Action Plan to Prepare a Successor

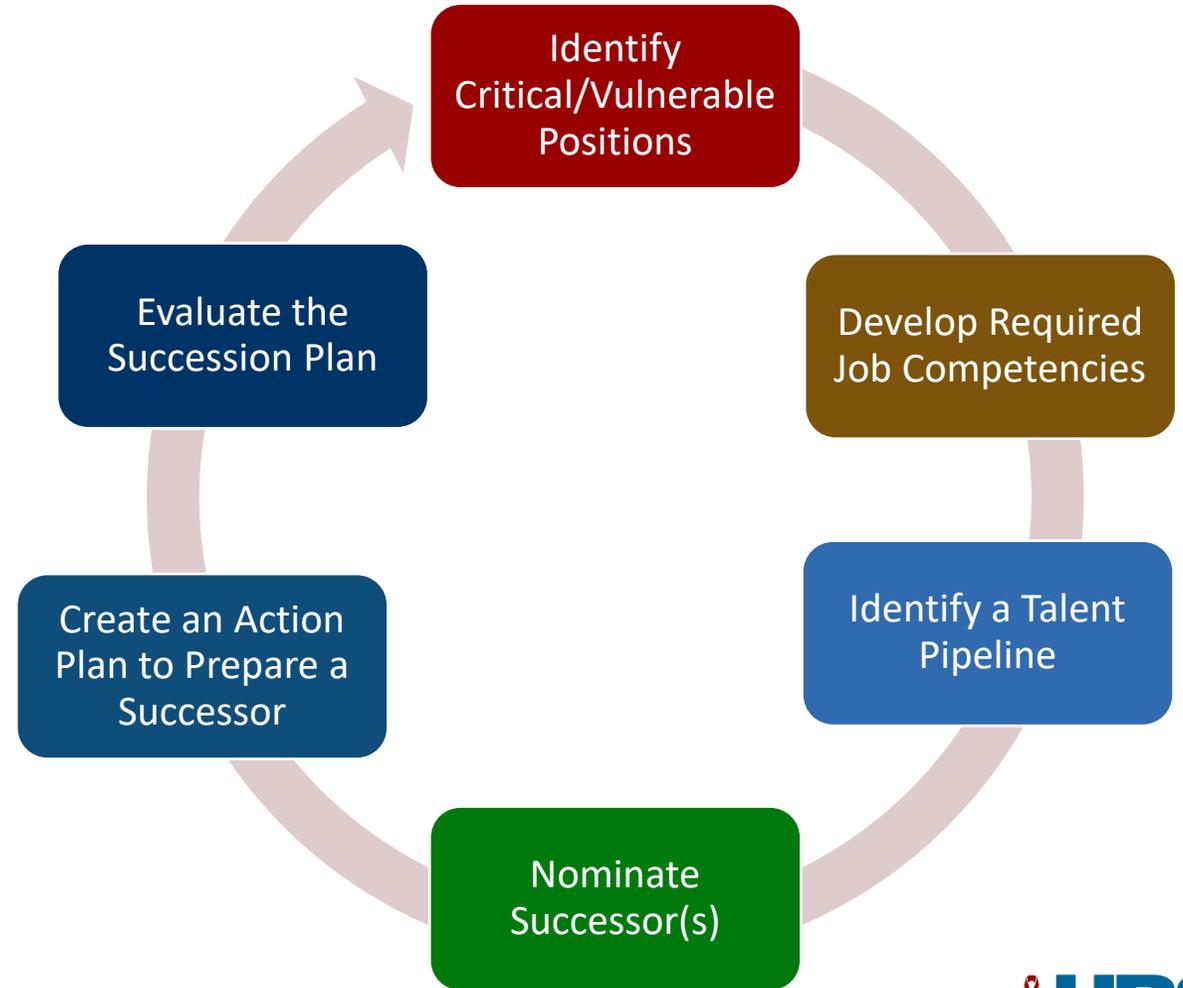
Through communication and engagement

- Describe strategies for building and maintaining a robust talent pipeline to ensure a steady supply of potential successors for key positions.
- Encourage open dialogue, feedback, and participation in development opportunities to foster a culture of talent development and succession readiness.



Step 6: Evaluate the Succession Plan

Summarize key points and emphasize the importance of succession planning as a strategic priority for the organization's long-term success.



Time to Share

1. What do you think about succession planning?
2. What resources do you need to implement a succession plan within your organization
3. Are there any challenges anticipated? *If so, please share example*
4. What are some recommended solutions for overcoming challenges mentioned?



Best Practices for Succession Planning



Office of
Human hr.nih.gov
Resources

Transition Planning Interview Guide

Transition Planning Interview Guide

Succession Planning: A Step-by-Step Guide

The Workforce Planning and Analytics Section (WPAS)
Workforce Support and Development Division (WSDD)
Office of Human Resources (OHR)
National Institutes of Health (NIH)

Prepared by
[Name of Office Here]



Recipient Panelist

West County Health Centers,
Inc.
Guerneville, CA 95446

RWHAP Part C

Wyoming Department of
Health
Frontier – Rural
Cheyenne, WY 82002

RWHAP Part C

Open Door Family Medical
Centers
Ossining, NY 10562

RWHAP Part C



Contact Information

LCDR Tara Lemons

Project Officer – Public Health Analyst
Division of Community HIV/AIDS Bureau Programs
Health Resources and Services Administration (HRSA)
TLemons@hrsa.gov
Web: ryanwhite.hrsa.gov



Marva Gooden

Project Officer – Public Health Analyst
Division of Community HIV/AIDS Bureau Programs
Health Resources and Services Administration (HRSA)
MGooden@hrsa.gov
Web: ryanwhite.hrsa.gov



Questions?



Example - Audience Participation

Scenario 1

The “Until A Cure Community Center”, has a responsive and well-organized project director who ensures the ongoing day-to-day management of the RWHAP Part C EIS grant. On Tuesday, Ms. Greatest PD Ever-Jones received a call regarding the emergent hospitalization of a close family member. She immediately alerted her leadership, submitted her extended leave request, and left the premises, including all work-related items (e.g., laptop, phone, etc.).

The Authorizing Official identified on the most recent Notice of Award has no idea who has the knowledge and skill set to assume responsibility for the grant.

There are several deliverables due to HRSA, including submitting the organization’s Competing Application for the next project period. The deadline is less than 3 weeks away.

The application for the *Until A Cure Community Center* is unfinished. Ms. Greatest PD Ever-Jones is unavailable due to an unexpected extended leave of absence.



Thank You!



Connect with the Ryan White HIV/AIDS Program

Learn more about our program at our website:

ryanwhite.hrsa.gov



Sign up for the Ryan White HIV/AIDS Program Listserv:

<https://public.govdelivery.com/accounts/USHSHRSA/signup/29907>

Connect with HRSA

Learn more about our agency at:

www.HRSA.gov



[Sign up for the HRSA eNews](#)

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Succession Planning 101 for your Community HIV/AIDS Programs

Andrea B. Ruggiero

August 20th, 2024

NATIONAL 2024
RYAN WHITE
CONFERENCE
ON HIV CARE & TREATMENT

Agenda

- Learn about the Open Door Family Medical Center
 - History
 - Scope of Services
 - Patients
- Succession Planning Fundamentals
 - Strategic Planning
 - Process

OUR VALUES

Access Quality health care is a right, not a privilege.

Affordability People deserve care, regardless of their ability to pay.

Community Access to health care benefits everyone in the community.

Efficiency Health care should be delivered in a timely manner and cost-effectively.

Empowerment People can make good decisions when they are armed with the right information.

Patients People should come first.

Respect Diversity and respect for cultural and linguistic differences should be upheld.

WHO WE ARE

Open Door provides excellent, accessible and personalized health care regardless of the ability to pay to build healthier families and communities.

We envision thriving communities, where all our neighbors receive the care they need to live healthy lives.

Our History

Founded as a free clinic in 1972, the Open Door's mission of building healthier communities through accessible, equitable, culturally competent health care has led to site and service expansions.

1972 The Open Door was launched in Ossining's First Baptist Church with 1,000 patients.

1975 165 Main Street (Ossining) building acquired and renovated.

1978 Initial federal funding received.

1981 The Open Door Dental Program initiated.

1985 North Tarrytown (now Sleepy Hollow) site established.

1986 Behavioral Health added to scope of services.

1987 Prenatal Care Program initiated.

1988 Ossining facility doubles in size.

1989 The Open Door WIC Program initiated. The Open Door Foundation incorporated.

1990 HIV Case Management established.

1995 Rye Brook site established.

1998 Lindsay Farrell appointed President and CEO. Retirement of Margaret Greismer, the Open Door founding Executive Director. Joint Commission accreditation at all sites.

2002 Dental Services established in Rye Brook site.

2004 School-Based Health Center Program (SBHC) initiated in Port Chester at Kennedy Magnet and Edison Elementary Schools.

Our History- Continued

2005 Mount Kisco site established.

2006 Opening of Open Door Port Chester, replacing Rye Brook, with expanded Dental and Optometry services. First AmeriCorps class initiated.

2008 SBHC Program initiated at Port Chester Middle School.

2009 Level 3 NCQA Patient-Centered Medical Home recognition.

2010 Mount Kisco Mobile Dental Van Program launched. The Open Door wins HIMSS Davies Award for Excellence in use of Health Information Technology (IT).

2012 Wellness Program initiated at Ossining and Port Chester sites. Family Medicine Residency and Dental General Practice Residency Programs begin.

2013 Brewster site established.

2015 Open Door Brewster expands to include Dental and Women's Health services. Ossining High School School-Based Health Center opens. New Mobile Dental Van Program for Port Chester School-Based Health Center initiated.

2017 Mamaroneck site established.

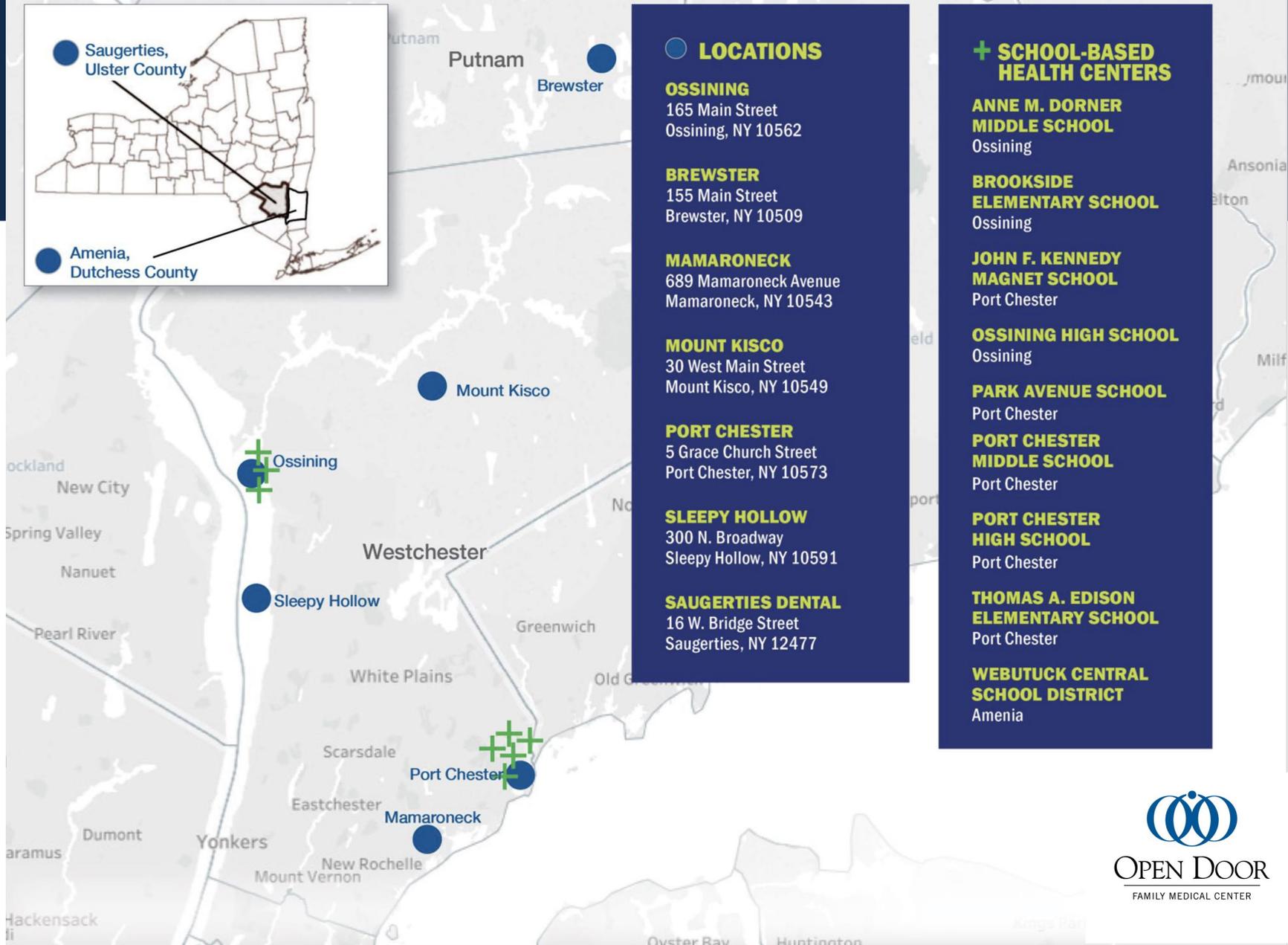
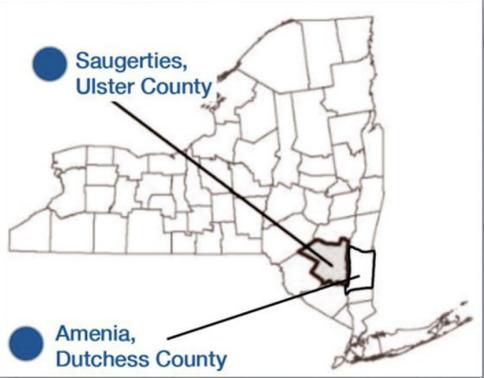
2018 Open Door Sleepy Hollow new location opens. School-Based Health Center opens at Anne M. Dorner Middle School in Ossining.

2019 Saugerties Dental site established. The Open Door wins second HIMSS Davies Award for Excellence in use of Health IT.

2020 Open Door School-Based Health Center is renamed *Nita M. Lowey Center for Health in Schools*.

2021 Brookside Elementary School-Based Health Center opens in Ossining.

2022 Webutuck District School-Based Health Center opens.



LOCATIONS

OSSINING
 165 Main Street
 Ossining, NY 10562

BREWSTER
 155 Main Street
 Brewster, NY 10509

MAMARONECK
 689 Mamaroneck Avenue
 Mamaroneck, NY 10543

MOUNT KISCO
 30 West Main Street
 Mount Kisco, NY 10549

PORT CHESTER
 5 Grace Church Street
 Port Chester, NY 10573

SLEEPY HOLLOW
 300 N. Broadway
 Sleepy Hollow, NY 10591

SAUGERTIES DENTAL
 16 W. Bridge Street
 Saugerties, NY 12477

+ SCHOOL-BASED HEALTH CENTERS

ANNE M. DORNER MIDDLE SCHOOL
 Ossining

BROOKSIDE ELEMENTARY SCHOOL
 Ossining

JOHN F. KENNEDY MAGNET SCHOOL
 Port Chester

OSSINING HIGH SCHOOL
 Ossining

PARK AVENUE SCHOOL
 Port Chester

PORT CHESTER MIDDLE SCHOOL
 Port Chester

PORT CHESTER HIGH SCHOOL
 Port Chester

THOMAS A. EDISON ELEMENTARY SCHOOL
 Port Chester

WEBUTUCK CENTRAL SCHOOL DISTRICT
 Amenia



Scope of Services



Medical Services

Family Medicine, Pediatrics, Immunizations, Routine Check-Ups, Sports Physicals, Podiatry, Disease Prevention, Internal Medicine, Cancer Screenings for early detection (Breast, Colorectal, Cervical and Prostate Cancer) Sexual Health and HIV Services, Women's Health



Dental Services

General Dentistry, Pediatric Dentistry, Exams and Cleanings, Digital X-Rays, Fillings and Extractions



Behavioral Health

Psychiatry, Clinical Social Work, Mental Health Counseling, Substance Use Treatment



Vision Services

Vision and Eye Care Services for the whole family



Enabling Services

Translation and Interpretation, Nutrition And Wellness, Case Management, Care Coordination, Insurance Enrollment/ Assistance, Digital Literacy and Support, WIC Eligibility Assistance, Transportation

In 2022, the Open Door remained a **TRUSTED RESOURCE** for the community

 **95%**

of the Open Door newborns are born within a **normal birthweight range** compared with the national average of 92%

The Open Door delivered **435 babies in 2022.**

 **68%**

of the Open Door patients with **high blood pressure** have it under control compared with the national average of 63%

 **69%**

of the Open Door patients diagnosed with **diabetes** have the disease under control compared with the national average of 70%



The Open Door served over

60,544

unique patients in 2022

Health Centers like the Open Door

SAVE 24%

per Medicaid patient compared with other providers



 **11,300**

Behavioral Health Interventions were provided by the Open Door **Medical Behavioral Health Clinicians.**

 **82%**

of the Open Door adult patients who are **overweight** have a monitored BMI plan compared with the national average 61%

 **36K LBS.**

of produce was distributed to community members, along with **nutritional education.**

Our Patients at a Glance



TARGET POPULATION

Low Income
(200% or Below
Poverty Level)

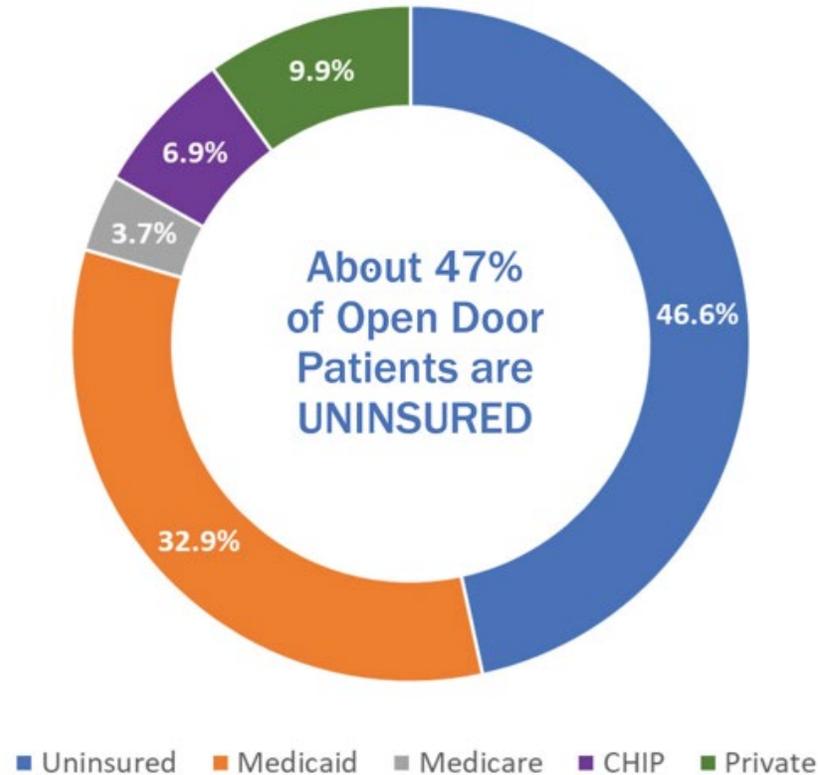
Uninsured and/or
Underinsured
Populations

Underserved Minorities

High Risk Population

Women of Child
Bearing Age
and Children

2022 Patients by Insurance



About 47%
of Open Door
Patients are
UNINSURED

Awards & Recognition



Succession Planning

- ✓ Succession Planning- Why is it important?
- ✓ Significant Principles of Succession Planning
- ✓ Performance Management Transfers and Promotions
- ✓ Success

Succession Planning - Why is it important?

1

Create a planned approach for coverage in case lead positions need to be replaced

3

A succession plan will be able to address both unexpected and immediate departures of key staff

2

Coordinate a successful transfer of duties ensuring minimal disruption in the organization's performance

4

Create staff development plan for high performing/high potential staff



Why is it important?



Process for Succession Planning

Use the End of Year Review and Performance Management process to develop plans to strengthen the capabilities with potential successors



Name _____

Title _____

Employee Performance Appraisal

Annual Review - 2023

Summary:

Notable Accomplishments:

Areas of Strength:

Areas Needing Improvement or Further Development:

Additional Comments:

Process for Succession Planning

Performance Rating Definitions

Please indicate an OVERALL performance rating:

() Outstanding Contribution:

Performance surpasses all expectations and stated key objectives for position, significantly increasing Open Door's organization's results within the context of the position. Activities often contribute to improved or innovative work practices. This category is to be used for consistently outstanding performance throughout the year.

Note: May also be appropriate for an employee who has taken on significant increased responsibility outside the scope of their regular position.

() Successful Contribution:

Performance consistently meets expectations and stated key objectives for position and occasionally exceeds them. This category is to be used for good performers who consistently contribute to Open Door and their own department's results.

() Need Improvement/Development (Attach Performance Improvement Plan)

Expectations and stated objectives for position are not met on a consistent basis. Performance does not meet expectations on one or more key objectives.

Note: May also be appropriate for an employee new in role, still ramping up in that position. In that case a Performance Improvement is not required

Manager's signature

Date

I acknowledge that I have reviewed and received my Employee Performance Appraisal

Employee's Signature

Date

Process for Succession Planning Continued

Sample Employee Performance Appraisal

Areas of Strength:

- Strategic planning
- Goal-oriented; establishes goals and continually monitors progress to targets; maintains a balanced focus on both quality and productivity
- Exceptional personnel management skills including training, supervising and mentoring
- Ability to multitask and manage multiple programs/projects/staff
- Collaborative, team-orientated
- Excellent communication with supervisor

Process for Succession Planning Continued

Sample Employee Performance Appraisal

Areas Needing Improvement or Further Development:

- Continue working on your oral communication skills. This year focus on concise communication and simplifying complex issues
- Continue to work on growing your lead team and delegating to them
- Become more involved in grant writing, reporting and management
- Learn the Family Preservation program and get to know the staff as you begin managing the program this year

Process for Succession Planning Continued

Three categories of succession planning:

1. Immediate Exit
 - a. If the person left today, how would you replace the position?
2. Plan for 3-5 years from now
 - a. Who would be a suitable replacement?
 - b. Which capabilities do they need to acquire?
 - c. Which projects assignments would strengthen their capabilities?
 - d. Which trainings/education would strengthen their skills?
3. Department capacity to perform and the potential to grow
 - a. Currently, does the department perform well?
 - b. Does the department have the capacity to strengthen its performance
 - c. Does the department have the capacity to strengthen its performance and support organizational growth?

Transfers and Promotions

- ✓ Develop organizational policies that encourage professional growth and development
 - ✓ Employees should perform jobs/roles that make the most effective use of their abilities and skills
 - ✓ Elements that should be considered:
 - ✓ What are the needs of Open Door?
 - ✓ What are the qualifications needed for the available position?
 - ✓ Does the employee meet the qualifications for the position?
 - ✓ May the employee perform the essential functions of the position (with a reasonable accommodation, if necessary)?
 - ✓ In general, an employee must have been in their current position for a minimum of one (1) year (exceptions to this can be made)

Promotions

- ✓ Attempt to promote from within when possible and appropriate
- ✓ Promotions should be based on:
 - ✓ Qualifications
 - ✓ Past performance
 - ✓ Leadership potential
 - ✓ Education preparation
 - ✓ Capacity to perform responsibilities effectively

Staff Education/Training

- ✓ Provide staff development and training opportunities
 - ✓ Staff education is provided on a regularly scheduled basis through an online Learning Management System
 - ✓ The online training is planned according to the needs presented by staff and includes but is not limited to:
 - ✓ Infection Control (Universal Precautions)
 - ✓ Patient Bill of Rights
 - ✓ Confidentiality and HIPAA
 - ✓ And Population-Specific criteria

Staff Education/Training Continued

✓ Educational Assistance Program

- ✓ The purpose of the Program is to reimburse employees for the cost of attending educational courses related to the employees' performance of their duties with Open Door
- ✓ Courses of degree programs must be pertinent to the participating employee's functions or skills in performing his or her duties, or in performing the duties of the position next advanced to the employee's current position

Success

- ✓ Staff Retention/ Job Satisfaction
- ✓ Program stability
- ✓ Program expansion



Andrea Beltran Ruggiero, MPA
Executive Vice President, Community Health
Open Door Family Medical Center, Inc.
560 White Plains Road
2nd Floor, Suite 200
Tarrytown, New York 10591
Tel: (914) 502-1479
www.opendoormedical.org