Introduction and Use of the Compendium

Introduction: Purpose and Background

The Division of Metropolitan HIV/AIDS Programs (DMHAP), within the Health Resources and Services Administration's HIV/AIDS Bureau (HRSA/HAB), commissioned development of this Compendium of materials for use by Planning Council Support (PCS) staff. The Compendium is intended to provide a set of materials specifically designed to support the work of PCS staff in their role of assisting Ryan White HIV/AIDS Program (RWHAP) Part A Planning Councils/Bodies (PC/Bs). The Compendium is intended to provide up-to-date materials and information that reflect the current legislation and HAB guidance and expectations, in order to:

1. Help new PCS staff learn about and carry out their important roles in supporting Planning Councils/Bodies (PC/Bs), particularly individuals who come to their positions without prior PC/B experience.
2. Provide model materials and other time-saving resources to PCS staff in Transitional Grant Areas (TGAs) and Eligible Metropolitan Areas (EMAs) with limited PC/B resources, to help them meet legislative requirements and HAB expectations.
3. Support the work of all PCS staff by disseminating tips and best practices.
4. Help recipient staff better understand HAB expectations for PCS staff.

DMHAP commissioned this Compendium as part of its follow up to its 2016 assessment of RWHAP Part A Planning Councils/Bodies, which generated a great deal of information about both best practices and challenges facing PC/Bs, including the importance of the PCS role in helping PC/Bs meet their legislative requirements. Regardless of EMA or TGA size and funding, all planning councils have the same legislative requirements, but very different levels of staffing and other resources. Some tasks, like orientation for new members and ongoing training for all members, can be particularly challenging when resources are limited. The Compendium provides model training PowerPoints and interactive exercises that can be used as a foundation for such training. Similarly, many PC/Bs face challenges in recruiting and retaining active consumer and other PLWH members; the Compendium offers tips and best practices from varied jurisdictions.

The Compendium was developed in early 2017 under Task Order TA003111, through Management Solutions Consulting Group (MSCG), the Ryan White Technical Assistance Contractor. The work was carried out for DMHAP by Emily Gantz McKay and Hila Berl of EGM Consulting, LLC, with assistance from two experienced PCS managers: Marvin Krieger, Director, Hudson County HIV Planning Council in New Jersey and Sandra Vincent, Project Officer, Metropolitan Atlanta HIV Health Services Planning Council.

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Materials included in the Compendium come from many sources. Legislative requirements, HRSA/HAB guidance, and HAB/DMHAP expectations are based on the following official documents, supplemented by discussions with DMHAP leadership:

- The legislation – the Ryan White HIV/AIDS Treatment Extension Act of 2009
- The *RWHAP Part A Manual,* last updated in 2013 [Note that material quoted directly from the *Manual* uses original terminology; for example, "recipient" is now preferred over "grantee," but "grantee" is used in the *Manual*]
- Other HRSA/HAB policies and guidances that address PC/B issues, among them Policy Clarification Notices and Program Letters, and information from recent Guidances, such as the Integrated HIV Prevention and Care Plan Guidance and the RWHAP Part A Notice of Funding Opportunity

The tips and best practices and the model or sample materials come primarily from the following:

- **Findings from the 2016 assessment**, for which 106 individuals from 46 EMAs and TGAs shared their experiences and best practices, and many shared training and technical assistance materials.
- **The two PCS managers who served as consultants for development of the Compendium,** bringing practical knowledge and a deep commitment to planning councils and to consumer and other community engagement in HIV planning. One works in a large EMA, the other in a moderate-sized TGA. They developed new documents for the Compendium and added content to existing materials.
- **The two EGMC staff responsible for preparing the Compendium,** who have been assisting Ryan White PC/Bs for 23 and 13 years, respectively, and have developed a wide range of training and technical assistance materials, many of them updated and included in this Compendium.

Contents

This Compendium includes about 50 separate documents, organized by topic into nine sections:

1. Introduction and Use of the Compendium
2. Legislative Requirements
3. Planning Council Support: Structure, Staffing, and Responsibilities
4. Membership
5. Implementing Legislative Requirements
6. Relationships: Planning Council/Body, Recipient and Chief Elected Official
7. Orientation and Training for Members and Potential Members
8. Planning Council/Body Operations
9. Resources

Each section includes a set of documents prepared or updated specifically for the Compendium, and many also include models and tools materials shared by RWHAP Part A planning councils around the country. The detailed Contents listing at the beginning of the Compendium provides

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a numbered listing of these documents. The documents can be downloaded separately, some in PDF, others in editable formats.

Hints for Using the Compendium

The Compendium gathers together a wide range of materials that can help a PCS staff member to learn about the position and carry out their many duties, from supporting the PC/B in member recruitment to ensuring orientation and training and assisting with legislative responsibilities. A few suggestions for getting the most benefit from the Compendium:

1. **Become familiar with the contents and the organization of the Compendium.** This is not designed to be "everything you need to know about planning councils/bodies," and it was developed over less than three months. However, it includes a lot of information in user-friendly formats. Most documents are short and prepared in plain language – fact sheets, tip sheets, best practice summaries, and model or sample materials. Look through the various sections, including the models and samples – the model Position Description for a PC Director or Manager; the model Memorandum of Understanding between a PC and recipient; the sample interactive training curriculum for Understanding and Using Data.

2. **View these materials as a way to guide and support your work.** If you are new to the job, they can provide a road map of tasks and expectations. If your PC/B needs a flow chart or timeline to guide its work, get some ideas from the models provided.

3. **Use the materials to save time.** Use the PowerPoint slides so you don't have to search for a recent chart of appropriation levels for RWHAP Parts or an updated description of each Ryan White Part. Use the Quick Guide to Legislative Requirements to find legislative language related to planning councils. Go to the Resources section for quick links to documents, from the updated National HIV/AIDS Strategy to booklet summarizing *Robert's Rules of Order.* Hopefully, the Compendium will give you a little more time for essential tasks.

4. **Be sure to "localize" model training materials and protocols,** to fit your EMA or TGA and its unique HIV epidemic and to reflect the structure and culture of your PC/B. Insert the names of your TGA or EMA, your PC/B, your committees and leadership. The training materials are provided in formats you can edit – presentation slides in PowerPoint and quizzes and activities in Word.

5. **Adapt these materials before use with a planning body that is not a planning council.** If you staff such a RWHAP Part A planning body, the legislative requirements for PCs do not apply, and such bodies are generally advisory rather than decision making groups. However, planning bodies often "look like" PCs in many ways, including membership and responsibilities. In addition, many best practices – from member recruitment to effective meetings – apply to both PCs and PBs.

Finding the Materials You Need

The chart that follows will help you find materials and information in the Compendium.

SECTION	CONTENTS	USE
2. Legislative Requirements	2-1. Quick Reference: Legislative Requirements for Planning Councils/Bodies	▪ Refer to the chart for legislative language regarding requirements for Planning Councils as stated in the current legislation, the Ryan White HIV/AIDS Treatment Extension Act of 2009 ▪ Includes legislative language regarding the option for TGAs to use some other process to obtain community input to planning, particularly from people living with HIV ▪For each legislative requirement, also provides a brief summary of HRSA/HAB definitions, clarifications, and/or expectations
3. Planning Council Support: Structure, Staffing, and Responsibilities	3-1. Expectations for Planning Council Support Staff 3-2. Model Position Description for a PCS Director or Manager 3-3. Model Personnel Evaluation Form for PCS Staff 3-4. Matrix of PC/B Support Staffing Models: Pros and Cons	▪ Information useful for new PCS staff members and for the PC leadership and Human Resources personnel responsible for hiring PCS staff – including a summary of expectations for PCS staff including responsibilities and qualifications, along with a sample position description and a sample evaluation form for assessing PCS staff performance ▪ For CEOs considering how to structure or restructure PCS staffing, includes a matrix of staffing/reporting models used by EMAs and TGAs along with their pros and cons

4. Membership	4-1. How PCS Staff Can Support a Successful Open Nominations Process
	4-2. Best Practices for Consumer Recruitment and Retention
	4-3. Best Practices for an Effective Mentoring Program
	4-4. Tools and Models from Planning Councils
	  4-4a. Planning Council Frequently Asked Questions – for PC Recruitment (Portland Area HIV Services Planning Council)
	  4-4b. Playbill for Recruitment (North Central Texas HIV Planning Council, Fort Worth)
	  4-4c. Model Contents of a Member Orientation Booklet (Hudson County HIV Planning Council)
		▪ Use in providing support to PC's Membership Committee in implementing an open nominations process, strengthening consumer recruitment and retention, and establishing a mentoring program
		
		▪ Open nominations process document can help address questions about the requirement that PC members all go through an open nominations process
		
		▪ PC members may find best practice summaries useful
		
		▪ PC examples provide useful models for answering questions about PC membership
		
		▪ Table of Contents from a very thorough new member orientation "booklet" (almost 200 pages of materials) may be helpful to PCs that want to rethink their member manuals

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| 5. Implementing Legislative Requirements | 5-1. Chart of PC and Recipient Legislative Roles and Responsibilities
5-2. Flow Chart: How a PC/B Works with the Recipient to Carry Out Its Responsibilities
5-3. Using Data, Assessing Needs: Quick Definitions and Descriptions for Data-Related Terms and Concepts Used by Ryan White HIV/AIDS Program (RWHAP) Planning Bodies
5-4. Model Priority Setting and Resource Allocation (PSRA) Process
5-5. Assessing the Effectiveness of the Administrative Mechanism: An Introduction
5-6. Tools and Models from Planning Councils
  5-6a. Calendar of Timeline-Critical Planning Council Activities: Houston (Houston Area HIV Services Ryan White Planning Council) | ▪ First two charts summarize the legislative responsibilities of the PC and recipient and show how their roles and tasks interrelate during an annual planning cycle
▪ Other materials are designed to help PCS staff support PCs in implementing the key legislative requirements of needs assessment and priority setting and resource allocation (PSRA)
▪ Tools subsection provides a model calendar of PC activities, a very useful tool for managing the many interrelated tasks that are part of PC planning and decision making and must be completed to meet funder-specified deadlines |
| 6. Relationships: Planning Council/Body (PC/B), Recipient, and Chief Elected Official (CEO) | 6-1. Tip Sheet: Working Successfully with the Recipient
6-2. Sample Memorandum of Understanding (MOU) between the PC and the Recipient
6-3. Fact Sheet on the Responsibilities of the CEO in Planning Council Operations | ▪ Information to help the PCS staff work with the PC to maintain a positive working relationship with the recipient
▪ Sample MOU between the PC and recipient can be used for developing or updating such an MOU, which HAB recommends for all RWHAP Part A programs
▪ Use the Fact Sheet on CEO responsibilities related to the PC to facilitate a shared understanding of these roles by PC and recipient, and in preparing for interactions with the CEO – content comes from the *RWHAP Part A Manual,* providing only the CEO roles related to the PC |

| 7. Orientation and Training for Members and Potential Members | 7-1. Twelve Tips: Providing Interactive Training and Facilitation to RWHAP Part A Planning Councils/Bodies
7-2. Tips for Using Model Training Materials
7-3. Model Interactive Training PowerPoints
  7-3a. Planning Council Orientation
    7-3b. Orientation Quizzes
    7-3c. Answer Sheets for Orientation Quizzes
  7-3d. Planning Council/Body Planning 101
  7-3e. Understanding and Using Data
    7-3f. Understanding & Using Data Activities Handout
    7-3g. Understanding and Using Data Answer Sheet for Activity B
  7-3h. Relationship between the Planning Council and Recipient: What the PC, PCS staff, and Recipient All Need to Know
  7-3i. Consumer Participation: HRSA/HAB Expectations and Best Practices
7-4. Training Materials from Planning Councils
  7-4a. The Planning Council Member: Responsibilities (RWHAP Part A Boston EMA HIV Services Planning Council)
  7-4b. Houston HIV Care Continuum: Creating a Seamless System, Improving Personal and Public Health Outcomes (Houston Area HIV Services Ryan White Planning Council)
  7-4c. Using Data with the Planning Council: Training Poster (Portland TGA - Multnomah County Health Department, HIV Care Services)
7-5. Tools and Models from Planning Councils
  7-5a.Training Calendar Charts (Houston Area HIV Services Ryan White Planning Council)
    - Training Topics for Planning Council Meetings
    - Meeting Topics for Houston Affected Community Committee
  7-5b. 2017 Training Schedule for Commissioners (Los Angeles County Commission on HIV)
  7-5c. Phoenix Leadership Academy: Poster (Phoenix EMA RWHAP Part A Planning Council) | ▪ Tips to help PCS staff provide interactive training and facilitation based on adult learning theory that engages participants and encourages learning of information and skills

▪ A set of updated model interactive training sessions, including PowerPoints with embedded interactive exercises and discussion questions, to make development of PC orientation and training easier and more efficient – use the models as a starting point for preparing localized training

▪ Includes models for some of most often needed training sessions: new member orientation, training in how to do RWHAP Part A planning using the updated HAB/DMHAP planning cycle, understanding and using data, and the relationship between the PC and recipient

▪ Also includes a short model session for both PC member and non-member consumers on the role of consumers in Ryan White planning

▪ These PowerPoints have been prepared in a similar format, so slides from several training sessions can be combined as needed

▪ Mini-sessions from other PCs can provide the foundation for committee or full PC training

▪ Also offers training-related tools and models for use in establishing annual training plans for the PC, and educational sessions and training for PLWH committees and for PC members who are PLWH |

8. Planning Council/Body Operations	8-1. Documents to Meet PC/B Administrative Requirements: Best Practices
	8-2. Typical Responsibilities for Committee and PC/B Meetings: PC/B Leaders and PCS Staff
	8-3. Tip Sheet on Effective Meetings
	8-4. Multicultural Competence in HIV/AIDS Planning and Care: Managing Diversity in RWHAP Part A Planning Councils/Bodies
	8-5. Best Practice Tips on Using Social Media
	8-6. Tools and Models from Planning Councils
	  8-6a. Member Responsibilities, Ground Rules, and Conduct at Meetings (Hudson County HIV Planning Council)
	  8-6b. The Planning Council Chair (Miami-Dade HIV/AIDS Partnership)
	  8-6c. Member Cards for Meetings (Seattle TGA HIV Planning Council)
	  8-6d. Robert's Rules of Order – Simplified (Cornell University, Cornell Blogs)
	  8-6e. Glossary of HIV/AIDS Terms: Acronyms and Abbreviations
		▪ A set of tools to help PCS staff meet administrative requirements, work with PC leadership in planning and managing meetings, and carry out other challenging roles
		
		▪ Tips provided for PC/Bs that are using or want to use social media
		
		▪ Materials to support PC/B efforts to provide a welcoming multicultural environment within the planning group and help ensure that funded services reflect multicultural competence
		
		▪ Tools from other PCs can help address PC challenges such as the need for clarity on the role of the Chair, clear expectations for individual PC members
		
		▪ A set of "cards" that can help make all members comfortable and engaged during PC meetings
		
		▪ Useful reference materials that most PCs need, including an updated glossary of acronyms and abbreviations and a plain language summary of parliamentary rules and terms

9. Resources	9-1. Resources	▪ A listing of key online resources for PCS staff to support a wide range of planning tasks and minimize the time spent by PCS staff in locating them ▪ Includes where to find documents ranging from the 2009 legislation to the updated National HIV/AIDS Strategy ▪ Provides sources for materials that are most often used by recipients but are needed by PCs in tasks such as development or updating of Service Standards (previously called Standards of Care), such as the National Monitoring Standards and Uniform Guidance

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