

**“TAKING THE PLAN OFF THE SHELF AND PUTTING IT INTO ACTION”:
A REPORT OF THE INTEGRATED PLAN REVIEW COMMITTEE
TO THE DELAWARE HIV PLANNING COUNCIL: May 17, 2017**

ORGANIZATIONAL REVIEW: The Plan Review Committee (PRC) was established by *Delaware’s Integrated HIV Prevention and Care Plan 2017 - 2021*, which was approved by the Delaware HIV Planning Council in September 2016. In the Plan, the core members of the Plan Review Committee were set to be the Ryan White Program Part B Administrator (Delaware Division of Public Health, or DPH), the HIV Prevention Administrator (DPH) and the Quality Management Consultant currently contracting with Delaware’s Part B Program. The Plan allowed for additional members to be added to the committee once it begins its monitoring efforts, on a permanent or an ad hoc basis. Delaware has elected to do so, adding two additional permanent members: Delaware’s HIV Surveillance Program Manager, and the Delaware HIV Consortium staff member providing support to the HIV Planning Council.

The Plan Review Committee will meet regularly to update each other on activities included in the Plan, to identify any challenges being encountered in the implementation of the Plan, and to engage in problem-solving strategies for those challenges. PRC Members may find it necessary to remind community partners of their roles in implementing the Plan, to offer technical assistance to community partners as needed, or to modify the Plan as necessary. The primary focus of the Plan Review Committee will be monitoring the Plan on the Activities / Interventions Level. The Committee will report its findings to the Delaware HIV Planning Council twice a year, at the Council’s regularly-scheduled meetings in May and November.

FIRST MEETING OF THE PLAN REVIEW COMMITTEE: The PRC met on Wednesday, April 12, 2017. In attendance were Stanley Waite (representing Delaware’s Ryan White Part B Program), Bob Vella (Prevention), Fred MacCormack (Surveillance), Tyler Berl (Delaware HIV Planning Council) and Glen Pruitt (Ryan White Part B Quality Management). Over the course of two hours, the committee reviewed the 84 different activities and interventions included in the Plan. They focused their attention on the 60 activities scheduled to begin in 2017 (and more specifically, on the thirteen activities that should be completed by the end of 2017). For each activity, the committee members articulated any successes already achieved within the activity, as well as any challenges being encountered. They also brainstormed action steps to be taken for several of the activities that needed further refinement.

ASSESSMENT OF ACTIVITIES: It was the consensus of the PRC that satisfactory progress is being made with all of the activities scheduled for 2017. No deadlines had been missed. That fact is not surprisingly since this first review took place only fourteen weeks into the Plan! There were several significant successes --- and significant challenges --- noted for Strategy 1.2.1 (“to enhance Syringe Services Programs in Delaware”), found on page 98 of the Plan. While progress had been made legislatively to expand Syringe Services to lower Delaware, there is no additional funding to support it. Furthermore, funding is needed for repairs and maintenance for the van used in the upstate program. These challenges will be discussed in depth by the Planning Council in a separate presentation. [*NOTE: That presentation was held later in the Planning Council meeting that same day.*]

ADDITIONAL OUTCOMES OF THE PLAN REVIEW PROCESS: There were some ancillary benefits to this first review of the Integrated HIV Prevention and Care Plan:

1. Committee members were reminded to incorporate discussions about Plan activities in other meetings being held with community partners.

2. While many of the activities included in the Plan fall naturally under the purview of one or more Committee members, several of the activities did not. PRC members stepped forward to serve as monitors for those activities to ensure that they did not “fall through the cracks”.
3. PRC members looked more closely at the types of data to be collected for each activity. Some of the data elements were refined to approximate data elements currently being collected by Service Providers. PRC members also considered changes that may need to be made to monthly reports from Service Providers, as well as other data sources that may be used.

NEXT MEETING: The PRC decided to meet three times a year. Its next meeting is scheduled for Wednesday, August 9, 2017.

NEXT PRESENTATION TO THE DELAWARE HIV PLANNING COUNCIL: The next formal PRC presentation to the Planning Council is scheduled for Tuesday, November 14, 2017. During that presentation, the PRC will provide detailed status reports on the thirteen activities that were to be implemented and completed by the end of the 2017 calendar year. The PRC will also facilitate a review of the activities scheduled for 2018, seeking feedback from the Planning Council about any changes that should be made to the timeline or to the activities themselves.

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