Resources

Websites

Information/ Document	Description	Website
	Ryan White HIV/AIDS Program (RWHAP)-related Information	
HRSA/HAB Website	Information about the Ryan White HIV/AIDS Program (RWHAP), data, publications, guidance on Program and Grants Management, and Clinical Care and Quality Management, and the Global HIV/AIDS Program. A starting point for information about the RWHAP.	https://hab.hrsa.gov/
Ryan White HIV/AIDS Program (RWHAP) Part A Manual	Manual with legislative requirements, HRSA/HAB expectations, and sound practices for RWHAP Part A recipients and planning councils/ bodies (PC/Bs), last updated 2013. Includes 2 12-chapter sections related to PC/Bs: ▪ Section X. Planning Council Operations and ▪ Section XI. Planning and Planning Bodies	https://hab.hrsa.gov/sites/default/files/ hab/Global/happartamanual2013.pdf
Legislation: Ryan White HIV/AIDS Treatment Extension Act	Most recent RWHAP legislation, enacted in 2009	https://hab.hrsa.gov/sites/default/files/ hab/program-grants-management/legislationtitlexxvi.pdf
HRSA/HAB Policy Notices and Program Letters	Lists and downloads of policies and policy clarification notices (PCNs), associated Frequently Asked Questions (FAQs), and Program Letters, with most recent listed first. Important source for official information about topics important to PC/Bs in their planning and decision making. Types of documents include: ▪ **"Policies** that implement the legislation, providing guidance to recipients in understanding and	https://hab.hrsa.gov/program-grants-management/policy-notices-and-program-letters

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	implementing legislative requirements" For example: PCN 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds, which provides the most recent listing and description of core medical and support service categories. ▪ "**Program letters,** which provide additional guidance for recipients" For example: Transitional Grant Areas and Planning Councils Moving Forward, sent to TGAs in December 2013, strongly encouraging TGAs to maintain planning councils.	
Webinars and Conference Calls - archived	Many webinars and conference calls sponsored by HRSA/HAB or its contractors are archived at the TARGET Center, which provides access to both a recording of the webinar and copies of PowerPoint presentations and other materials.	https://careacttarget.org/content/webinar-and-call-archives
RWHAP Annual Client-Level Data Reports	Annual reports summarizing client-level data submitted by RWHAP programs through the Ryan White Program Services Report (RSR) on client characteristics and services provided. Reports are submitted in March of each year for the prior calendar year. Provides some data for specific regions, state, and EMAs/TGAs, as well as national data. Useful for comparing national and local data as part of planning. Most recent report available when this compendium was provided is the Ryan White HIV/AIDS Program Annual Client-Level Data Report, 2015.	https://hab.hrsa.gov/data/data-reports
Presentations from the 2016 National Ryan White	Access to slides, plenary talks, videos and blogs from the 2016 National Conference and from prior national conferences; slide presentations	https://careacttarget.org/library/national-ryan-white-conference-hiv-care-and-treatment

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Conference on HIV Care and Treatment	available for download. Available through the TARGET Center.	
Contact Information for Other RWHAP Programs	Names and contact information for RWHAP recipients, by Part, on the TARGET Center; can be used to identify and contact other RWHAP Part A programs. Planning councils must be located by contacting the recipient in that EMA or TGA.	https://careacttarget.org/community
TARGET Center – Other Technical Assistance Resources	TARGET (Technical Assistance Resources, Guidance, Education and Training) Center was established to provide tools to the Ryan White community. Many resources are available, and users are encouraged to set up a user account, join community forums, and upload resources to share.	https://careacttarget.org/
Key Findings and Implications from the 2016 Planning Council/Body Assessment	Webinar summarizing the findings of a DMHAP assessment designed to assess the perceived successes, key structural issues, abilities, challenges, and TA needs of RWHAP Part A Planning Councils/Bodies (PC/Bs) in meeting their legislatively required responsibilities, presented March 28, 2017. Includes PowerPoint slides, supplemental slides providing a Profile of Planning Councils/Bodies, and a discussion guide for reviewing findings with a PC/B or committee.	https://careacttarget.org/library/planning-councilplanning-body-assessment-key-findings-and-implications
National Monitoring Standards	The National Monitoring Standards (NMS) were developed by HAB to help RWHAP Part A and RWHAP Part B recipient and subrecipients (providers) meet federal requirements for program and fiscal management, monitoring, and reporting. Last revised in April 2013, they consolidate into a single document all the various "HRSA/HAB requirements for program	Universal Standards: https://hab.hrsa.gov/sites/default/files/hab/Global/universalmonitoringpartab.pdf RWHAP Part A Program Standards: https://hab.hrsa.gov/sites/default/files/hab/Global/programmonitoringparta.pdf RWHAP Part A Fiscal Standards: https://hab.hrsa.gov/sites/default/files/

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	and fiscal management and oversight based on federal law, regulations, policies, and guidance documents." There are Universal Standards that cover both RWHAP Part A and RWHAP Part B, and separate Fiscal and Program Standards for the two parts. While meeting NMS is primarily a recipient responsibility, they have implications for Care Standards developed for individual service categories, so PC/Bs and PCS staff need to be familiar with them and able to refer to them in the context of Care Standards. As of spring 2017, the NMS were being updated to reflect the adoption of the HHS Uniform Guidance, described below.	hab/Global/fiscalmonitoringparta.pdf FAQs: https://hab.hrsa.gov/sites/default/files/ hab/Global/programmonitoringfaq.pdf
HHS Uniform Guidance: 45 CFR 75	The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, known as the Uniform Guidance, combines into a single document the administrative requirements, cost principles and audit requirements for awards by the Department of Health and Human Services (HHS). RWHAP recipients and subrecipients are required to follow these requirements, which have become part of the combined federal regulations (CFR). (There is also a Uniform Guidance for all Federal Awards, 2 CFR 200.) They went into effect on December 26, 2014. The requirements apply to all new federal awards after that date and to any pre-existing awards that receive additional funding. Like the NMS, these are primarily of concern to recipients, but they do have implications for Care Standards, so PC/Bs and PCS staff should know what	Uniform Guidance for HHS: https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75 Uniform Guidance for all federal awards: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

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	they are and where to find them.	
	Websites for Other Federal Agencies, Initiatives, and Key Documents Related to HIV/AIDS	
Centers for Disease Control and Prevention (CDC) – HIV prevention and epidemiologic data	Agency within HHS that is responsible for protecting U.S. from health threats. Two major roles related to HIV of importance to PC/Bs, both carried out by the Division of HIV/AIDS Prevention (DHAP): ▪ Funding for HIV prevention and testing, including linkage to care and prevention for HIV-positive individuals, though the DHAP-Intervention Research and Support (IRS) Prevention Program Branch ▪ HIV/AIDS surveillance, including collection and analysis of data generating a national HIV care continuum data and numerous data reports based on surveillance data, through DHAP- Surveillance and Epidemiology (SE), especially the HIV Incidence and Case Surveillance Branch	Overview of HIV-related activities within CDC: https://www.cdc.gov/hiv/dhap/about.html Prevention programs: https://www.cdc.gov/hiv/dhap/progress/index.html Surveillance data and statistical reports: https://www.cdc.gov/hiv/statistics/index.html
Substance Abuse and Mental Health Services Administration (SAMHSA)	Agency within HHS that is responsible for behavioral health – reducing the impact of substance abuse and mental illness. Operates a number of programs designed to help prevent HIV infection and to serve PLWH with substance abuse or mental health service needs, some funded through the Minority AIDS Initiative. RWHAP Part A comprehensive plans are required to include collaboration with substance abuse programs, and PCs must include members representing substance abuse and mental health providers.	General website: https://www.samhsa.gov/about-us/who-we-are Efforts to address HIV, AIDS, and Viral Hepatitis: https://www.samhsa.gov/hiv-aids-viral-hepatitis/samhsas-efforts
Bureau of Primary Health	Agency within HRSA that supports community-based clinics in urban,	https://bphc.hrsa.gov/about/

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Care (BPHC) – runs the Health Center Program, funder of Federally Qualified Health Centers (FQHCs)	suburban, and rural areas that: ▪ Provide "comprehensive, culturally competent, high-quality primary health care services" ▪ "Provide services regardless of patients' ability to pay and charge for services on a sliding fee scale" ▪ Have governing boards that are at least 51% patients Many of the clinics providing HIV care under RWHAP Parts A and B are FQHCs, as are most Part C recipients. In addition, FQHCs help to enroll people into Medicaid and private insurance plans under the Affordable Care Act (ACA).	
AIDS.gov website (Becoming HIV.gov in spring 2017)	Website that provides a great deal of HIV-related information about Federal HIV policies, programs, and resources, including new data, reports, HIV Awareness Days, and other events; receives planning guidance from a cross-agency group. Uses new media tools to reach PLWH and those at risk for HIV.	https://www.aids.gov/about-us/
National HIV/AIDS Strategy and Progress Report	National HIV/AIDS Strategy, updated to 2020, provides the goals of most RWHAP Part A and RWHAP Part B five-year integrated HIV prevention and care plans, and helps to guide HIV planning at the state and local levels. Planning Councils should have access to the Strategy (updated July 2015) and the 2016 Progress Report (December 2016).	NHAS Updated to 2020: https://www.aids.gov/federal-resources/national-hiv-aids-strategy/nhas-update.pdf Fact Sheet on the Updated Strategy: https://obamawhitehouse.archives.gov/the-press-office/2015/07/30/fact-sheet-national-hivaids-strategy-updated-2020 NHAS Progress Report: https://www.whitehouse.gov/sites/whitehouse.gov/files/images/nhas-2016-progress-report.pdf

Other Resources

LEAP Training Do-It-Yourself Kit – Houston

LEAP (Learning, Empowerment, Advocacy, Participation) is a "free 17-week training course for individuals infected with and affected by HIV to gain the knowledge and skills needed to help plan for the HIV prevention and care services provided in the Houston Area." It prepares PLWH for membership on either the Houston Area HIV Services Ryan White Planning Council or the local HIV prevention community planning group. Hosted by the Planning Council's Office of Support, it is described as "the most comprehensive advocacy training program in the nation for HIV positive individuals." The Planning Council posts information about the program, including links to the application and an informational brochure, on its website, at http://www.rwpchouston.org/Project%20LEAP/Project%20LEAP.htm. It also offers a "Do-It-Yourself" LEAP Kit for other programs, including information on Program Basics, Curriculum, Student Recruitment, and Class and Program Evaluation. The Kit can be downloaded from http://www.rwpchouston.org/Project%20LEAP/MyProjectLEAP.htm.

Parliamentary Procedure/Robert's Rules of Order – Plain-Language Basics

"The A-B-C's Of Parliamentary Procedure," a 16-page pocket-sized guide to Robert's Rules of Order. It uses a cartoon format and plain language to summarize key elements of parliamentary rules, including "the five general types of motions; and procedures for proposing, discussing, and voting on motions," plus a chart that "explains the types of motions and the rules associated with them." Guides can be purchased inexpensively online at: http://shop.channing-bete.com/onlinestore/storeitem.html?iid=165790. PDF version available online at https://web.uncg.edu/cha/bot/2009-2010/Apr_15_2010/Special%20Presentation/Parlimentary%20Procedure%20handout.pdf.

Model Materials for Planning Councils

The EGM Consulting, LLC (EGMC) website includes numerous tools and resources for Planning Councils/Bodies, from sample Priority Setting and Resource Allocation (PSRA) processes and forms to a sample needs assessment findings summary matrix and sample committee structures. Download from www.egmc-dc.com/materials.html.