

Activity 6.3: Using Your Plan

TIPS FOR TRAINERS



Suggested Use

Use this activity at the end of your presentation and discussion on Using the Plan.



Time

About 75 minutes:

- 5 minutes to form groups and explain the assignment
- 15 minutes in small groups
- 5 minutes for participants to read the scenarios other than the one they worked on
- 40 minutes for sharing and discussing the work of the small groups (about 10 minutes per scenario)
- 10 minutes for final discussion and sum up



Materials

- Handout for Participants: Using Your Plan



Knowledge or Skill Development

Increased knowledge and skills in using an integrated/comprehensive plan so that it guides the work of the PC/PB, and in assessing plan progress and updating the plan as needed so that it stays relevant and useful to the PC/PB.

Activity Steps

1. Review the scenarios provided, and revise as needed to be applicable to your PC/PB.
2. Divide participants into small groups of 4-6 people, by counting off.
3. Distribute copies of the Handout for Participants.
4. Ask each small group to select a **facilitator** to coordinate the work of the group and participate, a **recorder** to take notes and summarize the group's work on easel pad paper, and a **reporter** to present the small groups' work to the full group. The same person may serve as recorder and reporter if that is the group's preference.
5. Assign a scenario to each small group. If you have more than three groups, assign scenarios to more than one group.
6. Give the small groups about 15 minutes to discuss their assigned scenario.
7. After 15 minutes, ask the groups to wrap up their work and then to quickly read the scenarios they were not assigned, since that will make the large group discussion easier.
8. Ask one group to provide a 3-4 minute summary of how it would address its assigned scenario. Give other members of that group a chance to add or clarify the presentation. If a second group was assigned the same scenario, ask its reporter what if anything that group would do differently. Then ask the rest of the groups to add their viewpoints on how best to address that scenario. Now ask a different group to present its work, and continue the process until all scenarios have been presented and discussed.
9. Ask the group to summarize the most important lessons learned from this activity, and how they can use what they have learned in their work on the PC/PB. Finally, provide a brief summary of main points and lessons from the activity.



Activity 6.3: Using Your Plan

HANDOUT FOR PARTICIPANTS

Instructions

1. Work in your small group, choosing a **facilitator** to coordinate the work of the group and participate, a **recorder** to summarize the work of the group on easel pad paper, and a **reporter** to present your group’s work to the full group. The same person may serve as recorder and reporter if that is the group’s preference.
2. Individually read your assigned scenario. Then discuss it as a group, considering the questions provided in the scenario.
3. You have 15 minutes for your small group discussion.
4. Have your reporter ready to present your small group’s work to the full group.

Scenario 1: Implementing the Plan

You are the PC/PB Executive Committee, and you are meeting to decide how best to manage implementation and monitoring of your new integrated/comprehensive plan. Development of the plan was a shared responsibility of representatives of several committees through an Integrated/Comprehensive Plan Work Group. But the Work Group is supposed to be dissolved now that the plan has been submitted, and you aren’t sure how best to ensure that the work is assigned to appropriate committees, and that there is clear responsibility for keeping the committees on track and monitoring progress. There are three suggestions on the table:

1. Expand the mandate of the Work Group and give it coordination responsibility—but with different members, since the original group has indicated that they do not want to continue
2. Assign responsibility to the Executive Committee
3. See if the committee responsible for the system of care is willing to expand its assigned roles to include coordination of plan implementation and assessment, since your integrated/comprehensive plan has a very strong focus on strengthening the system of care and prevention

Which of these approaches should you choose, and why?

Scenario 2: Assessing Plan Progress

You are the standing committee responsible for the integrated/comprehensive plan. You are very eager to receive data on progress towards the plan's goals and clinical objectives like improving retention in care, use of antiretroviral medications, and viral suppression. You are especially interested in seeing data on objectives related to reducing disparities in client outcomes for populations including young African American MSM, transgender clients, and Latinas of child-bearing age. The Part A recipient typically receives HIV Care Continuum data for all people with HIV in the jurisdiction from the state HIV surveillance unit, but will be generating its own data on RWHAP clients. It recently told the PC/PB that its resources for such analyses are limited. The PC/PB membership includes one data expert associated with a university who has helped with needs assessment in the past, and one PC support staff member has strong data training. The Executive Committee is wondering whether it should recommend some kind of joint effort to obtain needed data from the RWHAP client-level data system and do the analysis.

What should the Executive Committee recommend? What might be the benefits and challenges of such an effort?

Scenario 3: Updating the Plan

In the past, your PC/PB has not done a lot to update its integrated/comprehensive plan. It has sometimes refined strategies and tasks, but it has never revised goals or objectives, or updated its needs assessment or resource inventory. However, the current plan is a joint effort with HIV prevention, and your HIV Prevention Planning Group (HPG) has always worked with the HIV Prevention recipient to update its plan at least once, including the epidemiologic profile, needs assessment, and resource inventory data as well reviewing and refining the goals, objectives, and work plan. The plan itself is a bit vague about this, but does indicate that the plan will be reviewed annually and updated "as needed." The PC/PB and HPG committees responsible for monitoring the plan are about to hold a joint meeting along with recipient representatives to address this issue, and you know they want to update the plan. Your committee does feel that the plan needs updating because of new initiatives and changes in the epidemic and the system of prevention and care. But it's a demanding task.

What should the committee recommend regarding updating the integrated/comprehensive plan, and why? If you aren't sure, what additional information does the committee need to make a sound recommendation?