

Building Strong Planning Councils/Planning Bodies

Part I: Roles and Responsibilities

February 21, 2018



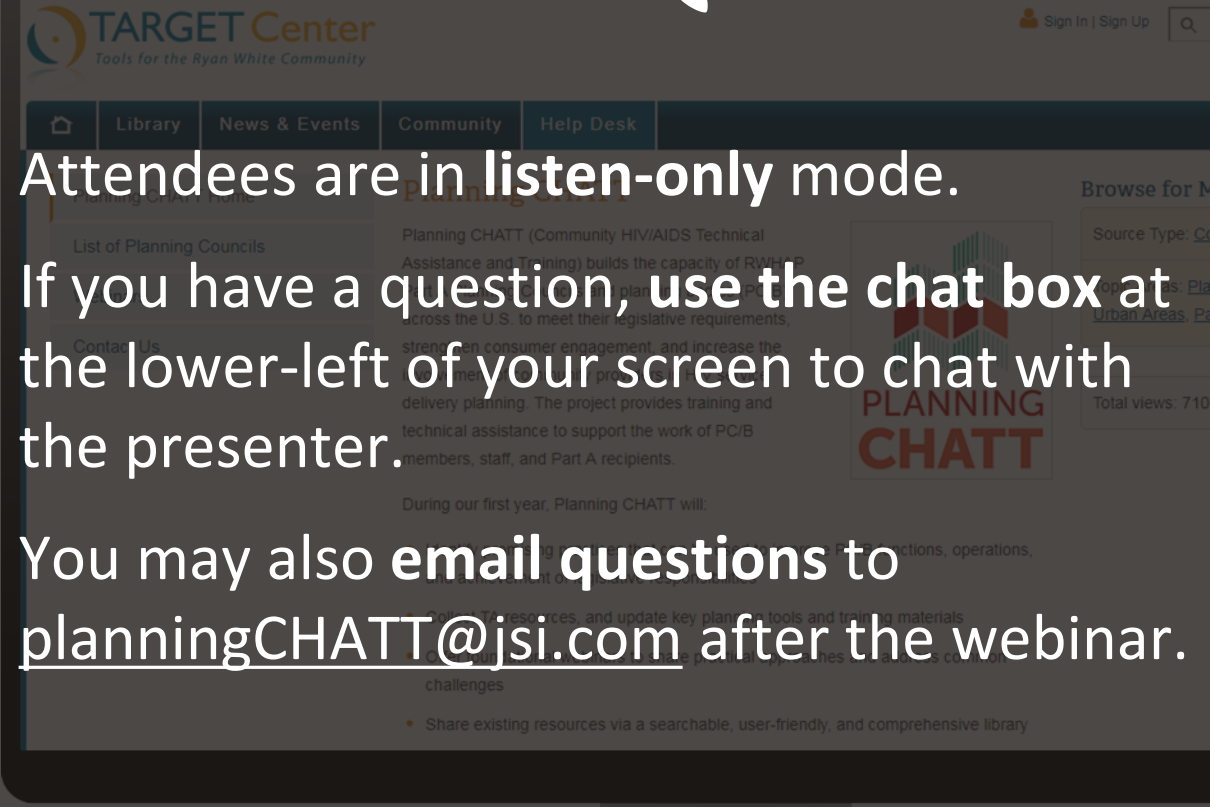
**PLANNING
CHATT**

Community HIV/AIDS
Technical Assistance & Training



How to Ask a Question

- Attendees are in **listen-only** mode.
- If you have a question, **use the chat box** at the lower-left of your screen to chat with the presenter.
- You may also **email questions** to planningCHATT@jsi.com after the webinar.



The background image shows a computer monitor displaying the TARGET Center website. The website header includes the logo and navigation tabs: Library, News & Events, Community, and Help Desk. The main content area features a 'Planning CHATT' section with text about community HIV/AIDS technical assistance and training. A 'PLANNING CHATT' logo is also visible. On the right side of the website, there is a 'Browse for Me' section with filters for 'Source Type' and 'Total views: 710'.

Overlaid on the right side of the monitor is a chat box. The chat box has a blue header with a back arrow and the text 'Chat'. Below the header, it says 'Q&A'. At the bottom of the chat box, there is a light blue input area with the text 'Chat with presenter', a text input field with the placeholder 'Type your question', and a 'Send' button. The entire chat box is circled in orange.

Can You Hear Us?



The audio is being shared via your computer speakers/headset.



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If you're still having problems, please chat the host.

Call-in number: 866-519-2796

Passcode: 591322

Agenda

- ▶ Welcome
- ▶ Introducing Planning CHATT
- ▶ Objectives of webinar
- ▶ Questions and answers
- ▶ Future webinars



PLANNING CHATT

Community HIV/AIDS
Technical Assistance & Training

Planning CHATT: A HRSA-supported Cooperative Agreement (U69HA30795)



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**Lennwood Green, Project Officer
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Planning CHATT

- ▶ Planning CHATT builds the capacity of Ryan White HIV/AIDS Program (RWHAP) Part A planning councils and planning bodies (PC/PB) across the U.S.
- ▶ Our goal is to help PC/PB to meet legislative requirements, strengthen consumer engagement, and increase the involvement of community providers in HIV service delivery planning.

Uniqueness and Value of Planning Councils

- ▶ Focus on community health planning for HIV care and treatment
- ▶ A deliberate effort to involve diverse community members in “an open public process.”
- ▶ The only federal health or human services program with a legislatively required planning body that is the decision maker about how funds will be used
- ▶ Uniquely well-defined membership composition, and high level of consumer participation (at least 33 percent).

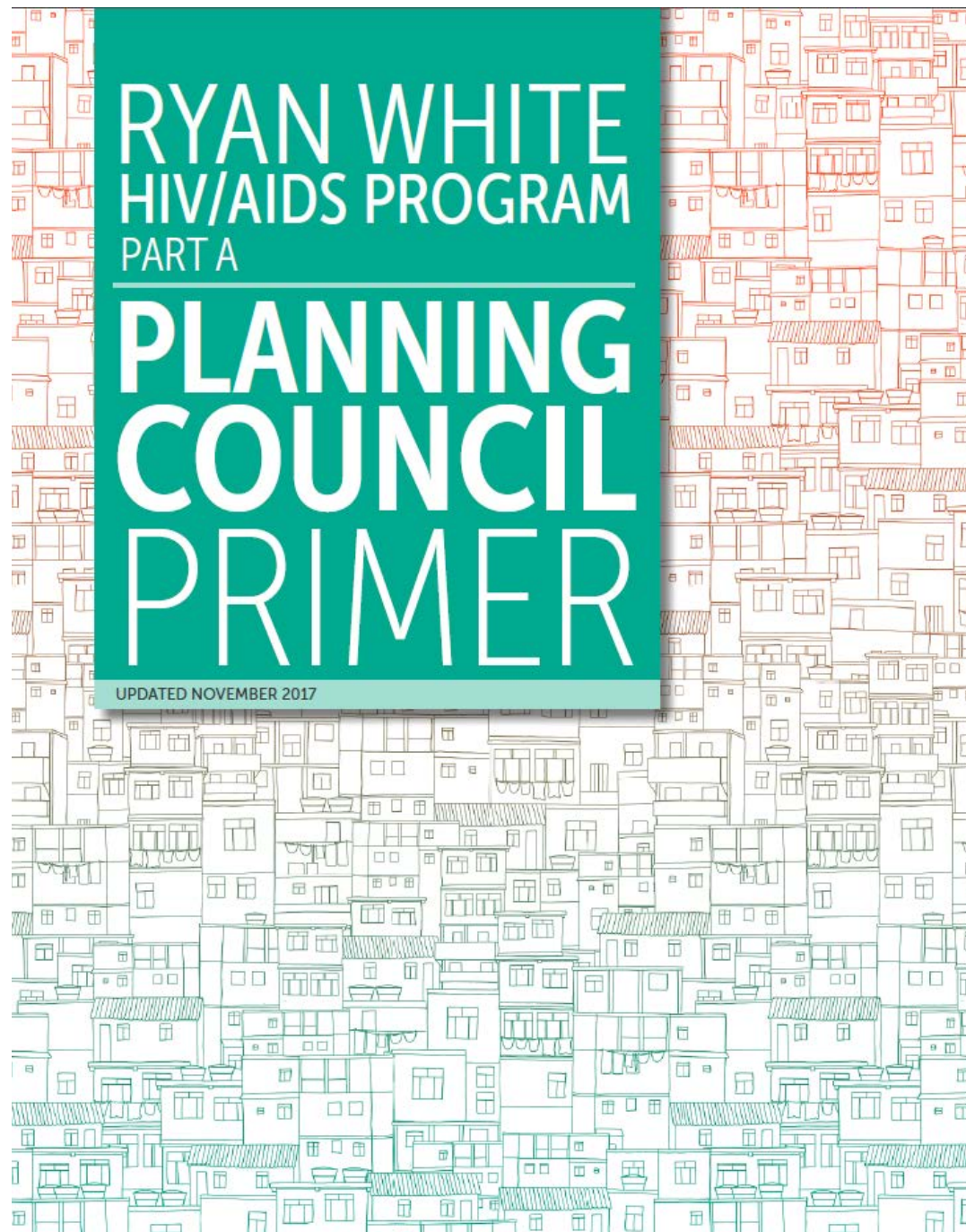
Training and Technical Assistance (T/TA)

- ▶ Planning CHATT provides T/TA to support the work of PC/PB leadership and members, staff, and RWHAP Part A recipients.
- ▶ During our first year we are...
 - Creating a community of PC/PB leadership and members, staff and RWHAP Part A recipients
 - Developing and sharing user-friendly planning tools and practical training materials
 - Delivering foundational webinars to share promising practices

Updated Primer

Coming soon to
the Planning
CHATT website!

careacttarget.org/planning-CHATT



Planning CHATT Project Team



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Webinar Presenters



Brandi Bowen



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Objectives

By the end of the webinar, participants will be able to:

- ▶ Describe the roles of each planning council/planning body entity
- ▶ Understand the shared and separate responsibilities of each planning council/planning body entity
- ▶ Explain 3 basic strategies to maintain these roles and responsibilities

AUDIENCE POLL

What is your primary relationship with your local RWHAP Part A planning council/planning body (PC/PB)? (check only one)

- ▶ Planning Council Staff (PCS)
- ▶ PC/PB member
- ▶ RWHAP Part A recipient
- ▶ Other (chat in your role)
- ▶ N/A (not involved with a PC/PB)

Duties of the Planning Council/Planning Body (PC/PB) and RWHAP Part A Recipient



AUDIENCE POLL

Which of these planning tasks are joint responsibilities of the PC/PB and recipient? (Check all that apply)

- a. Needs assessment
- b. Integrated/comprehensive planning
- c. Priority setting and resource allocation
- d. Procurement of services
- e. Coordination of services

Overview of Basic Division of Duties

ROLE/DUTY	RESPONSIBILITY		
	CEO	Recipient	PC/PB
Establishment of PC/PB	✓		
Appointment of PC/PB	✓		
Needs Assessment		✓	✓
Integrated/Comprehensive Planning		✓	✓
Priority Setting			✓
Resource Allocations			✓
Directives			✓
Procurement of Services		✓	
Contract Monitoring		✓	
Coordination of Services		✓	✓

Overview of Basic Division of Duties

ROLE/DUTY	RESPONSIBILITY		
	CEO	Recipient	PC/PB
Evaluation of Services: Performance, Outcomes, and Cost-Effectiveness		✓	Optional
Clinical Quality Management		✓	Service Standards & CQM Committee Involvement
Assessment of the Efficiency of the Administrative Mechanism			✓
PC/PB Operations and Support		✓	✓

Needs Assessment

- ▶ Coordinated effort between the PC/PB and the RWHAP Part A recipient
- ▶ *PC/PB has primary responsibility* for this initiative.
- ▶ Creation of timeline and process
- ▶ Extent of Assessment – How was population and method chosen?
- ▶ Evaluate process upon conclusion

Integrated/Comprehensive Planning

- ▶ PC/PB leads in the development of the Plan in coordination with the State
- ▶ 5 year Integrated HIV Prevention and Care Plan
- ▶ RWHAP Part A recipient involvement

Set Priorities

- ▶ PC/PB is legislatively responsible for the setting of priorities
- ▶ Establish a set process
- ▶ Utilization of the Needs Assessment
- ▶ Reflection of the area's epidemic
- ▶ Development of an optimal HIV Health Care system for your area

Allocate Resources

- ▶ PC/PB responsibility
- ▶ Reflection of the established priorities
 - Funding and priority position may differ
- ▶ Identification of alternate funding resources
 - Gathering of information of other grant funds coming into the grant area
 - Impact of various entitlements
- ▶ Total PC/PB involvement

Assess Effectiveness of Planning Activities

▶ PC/PB evaluation

- Internal evaluation [self-perception]
- External evaluation [community perception]
- Have the planning activities achieved established goals?

▶ Committee evaluation

- Have committee's activities been achieved?
- Have the committee's activities contributed to the Needs Assessment?

Evaluate Effectiveness of Care Strategies

- ▶ A RWHAP Part A recipient and PC/PB coordinated effort
 - Observation of established outcomes [CQM-RWHAP Part A recipient's responsibility]
 - Ongoing dialogue
- ▶ Committee established by the planning body
 - Observe current clinical outcomes
 - Strategize to increase those outcomes
 - Share concerns and suggestions with RWHAP Part A recipient
 - Encourage PLWH to be active participants

Clinical Quality Management

- ▶ PC/PB may be involved with this
- ▶ RWHAP Part A recipient must continue to examine and evaluate outcome data

Administrative Mechanism Assessment

- ▶ Sole responsibility of the PC/PB
 - Has the Administrative Mechanism procured services of agencies who support those living with HIV?
 - Are the services consistent with and consistently detailed in line with the PC/PB priorities?
 - Are the services administered in a timely manner?
 - Do the agencies receive reimbursement in a timely manner as to not disrupt service?
 - Does the Administrative Mechanism offer TA for those agencies who need to it to better serve the HIV community?

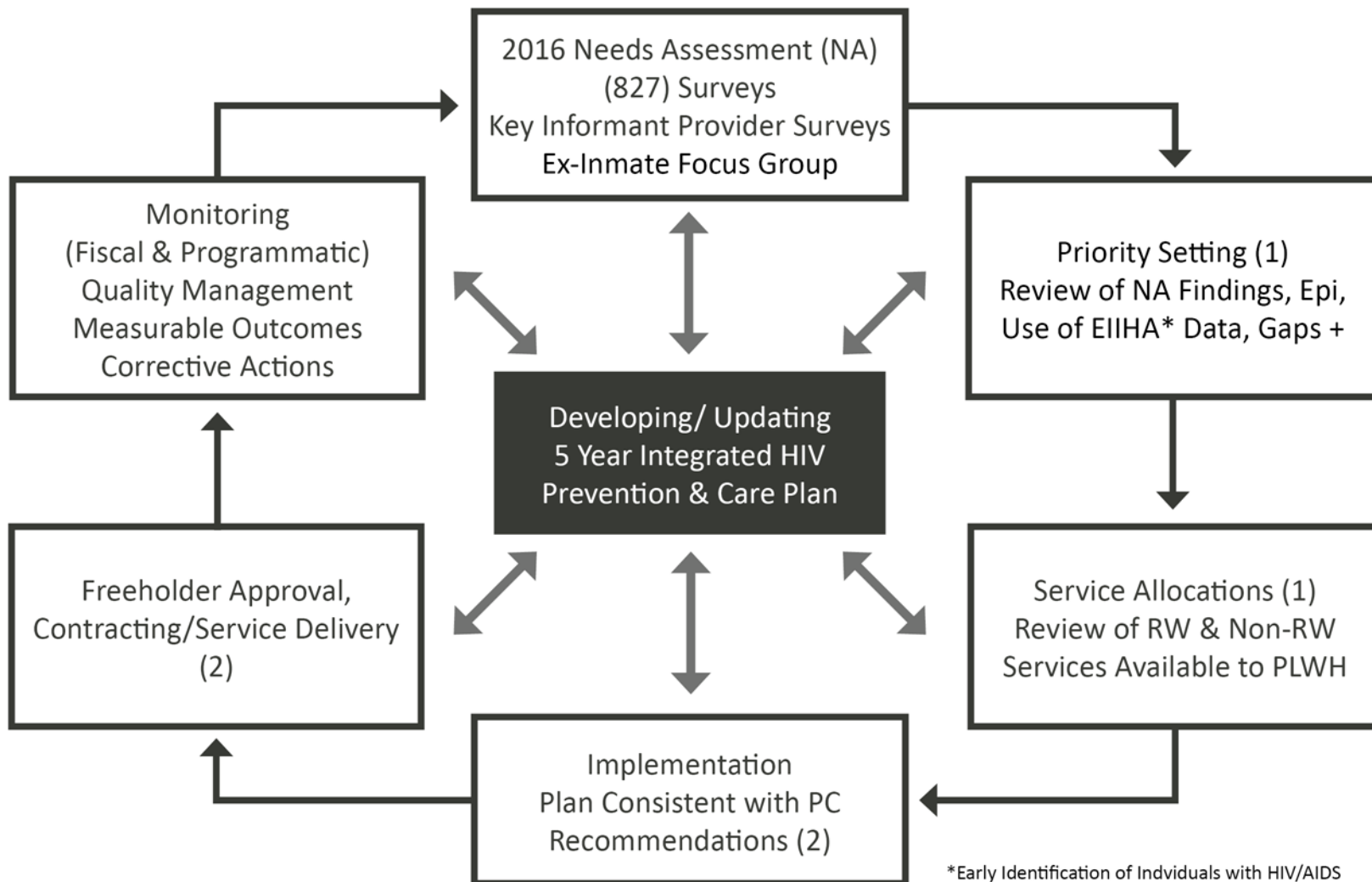
Manage Procurement

- ▶ RWHAP Part A recipient's responsibility
- ▶ Create a mechanism to rapidly award service contracts

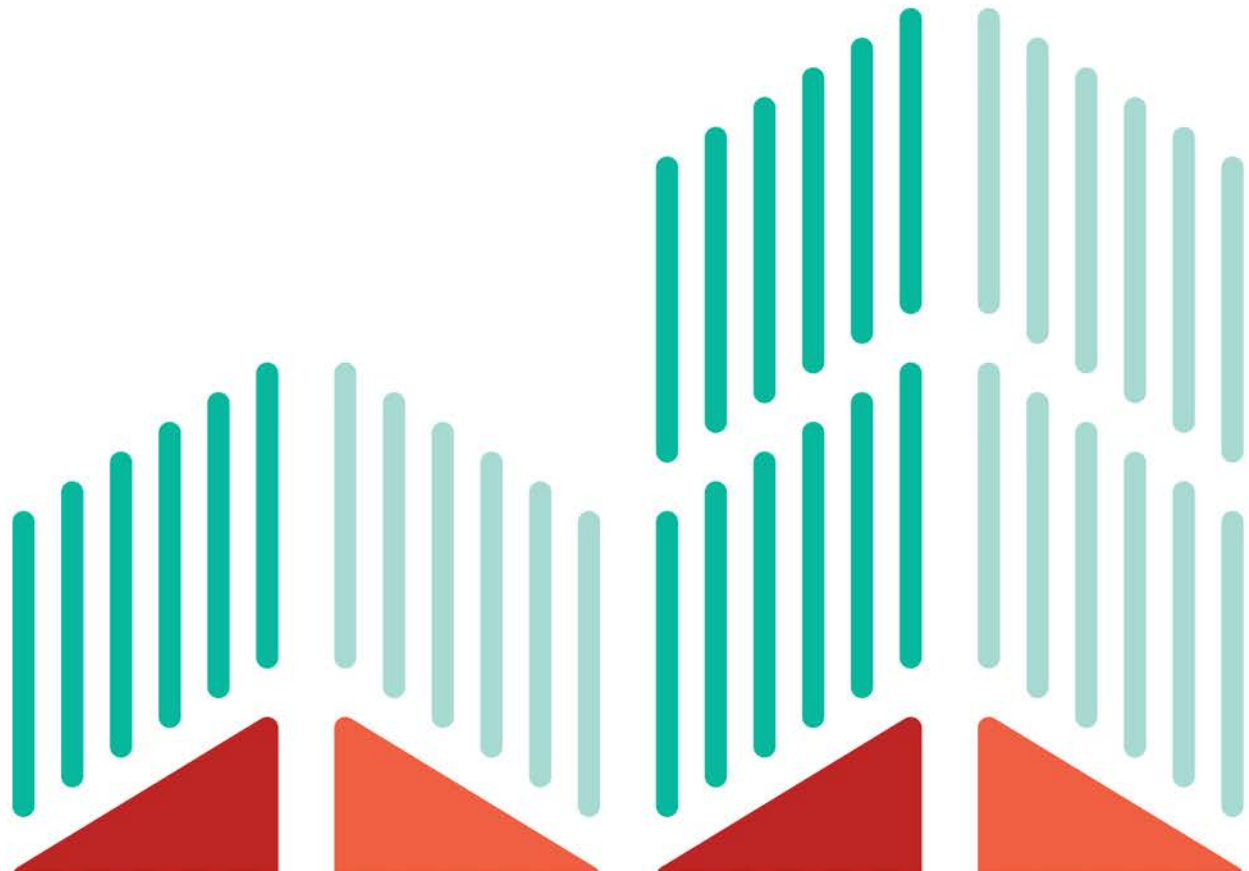
Monitor Contracts

- ▶ Responsibility of RWHAP Part A recipient
- ▶ Establish schedule for monitoring subrecipients
 - Annual site visits are required unless the jurisdiction has an approved waiver
- ▶ Make contract in accord with priorities and directives
- ▶ Monitor in accordance with service standards

Hudson County Ryan White Planning Council (1) & RWHAP Part A Recipient (2) Collaborative Roles in Annual Planning Cycle



Excellence in Administration of Duties



Planning Council Membership

- ▶ Independent Entity
- ▶ Legislative Requirements
 - Representation
 - At least 33% unaligned consumers of RWHAP Part A services
 - Reflectiveness of the epidemic in the EMA/TGA
 - Open nomination process

MEMBERSHIP QUIZ

Does your planning council currently have more than 33% percent of members who are PLWH with no conflict of interest (unaligned)?

- ▶ Yes
- ▶ No

MEMBERSHIP POLL

- ▶ If yes, what factors contribute to this success?
 - Recruitment efforts
 - Retention efforts
 - Communication amongst membership
 - Attitude of entities
 - Other

MEMBERSHIP POLL

- ▶ If no, name one factor you think could help achieve this success?
 - Recruitment efforts
 - Retention efforts
 - Communication amongst membership
 - Attitude of entities
 - Other

Planning Council Support Staff

- ▶ Assist PC (leadership and members) to carry out its legislative responsibilities through administrative, logistical, health planning, and evaluation (quality assurance) support for the planning activities of the members

Planning Council Support Staff Responsibilities

- ▶ Staff committees and planning council meetings
- ▶ Assist PC to carry out legislative responsibilities
- ▶ Advise on RWHAP legislative requirements, HRSA/HAB regulations, and expectations
- ▶ Support leadership and members
- ▶ Oversee training program for members
- ▶ Encourage member involvement and retention (PLWH)
- ▶ Liaise with RWHAP Part A recipient
- ▶ Help PC manage budget

RWHAP Part A Recipient

- ▶ Attend and make a report at PC meeting
- ▶ Engage in meetings
 - Serve as role model
 - Provide guidance and interpretation of HAB regulation
- ▶ Regularly provide agreed-upon reports
- ▶ Scope of report/timing/purpose
- ▶ Advise without influencing decisions/discussions
- ▶ Assign appropriate staff to participate in committees
- ▶ Collaborate with PC on shared roles
- ▶ Carry out joint efforts consistent with roles and resources

Boundaries and Limits: Strategies for Maintaining Roles and Responsibilities



Conduct Orientation and Training

- ▶ Clarify role and expectation for each entity
- ▶ Ensure all entities (RWHAP Part A recipient, PC/PB, Chairperson, Membership) are clear on their role
- ▶ Describe expected communication and interactions

Communicate Effectively

- ▶ Share information on a routine basis
 - Culture of transparency
 - Reports, data, agenda, community events
- ▶ Create an understanding of what is needed
 - Clear information
 - Open communication
 - Empower consumers
 - Create a safe space for participants

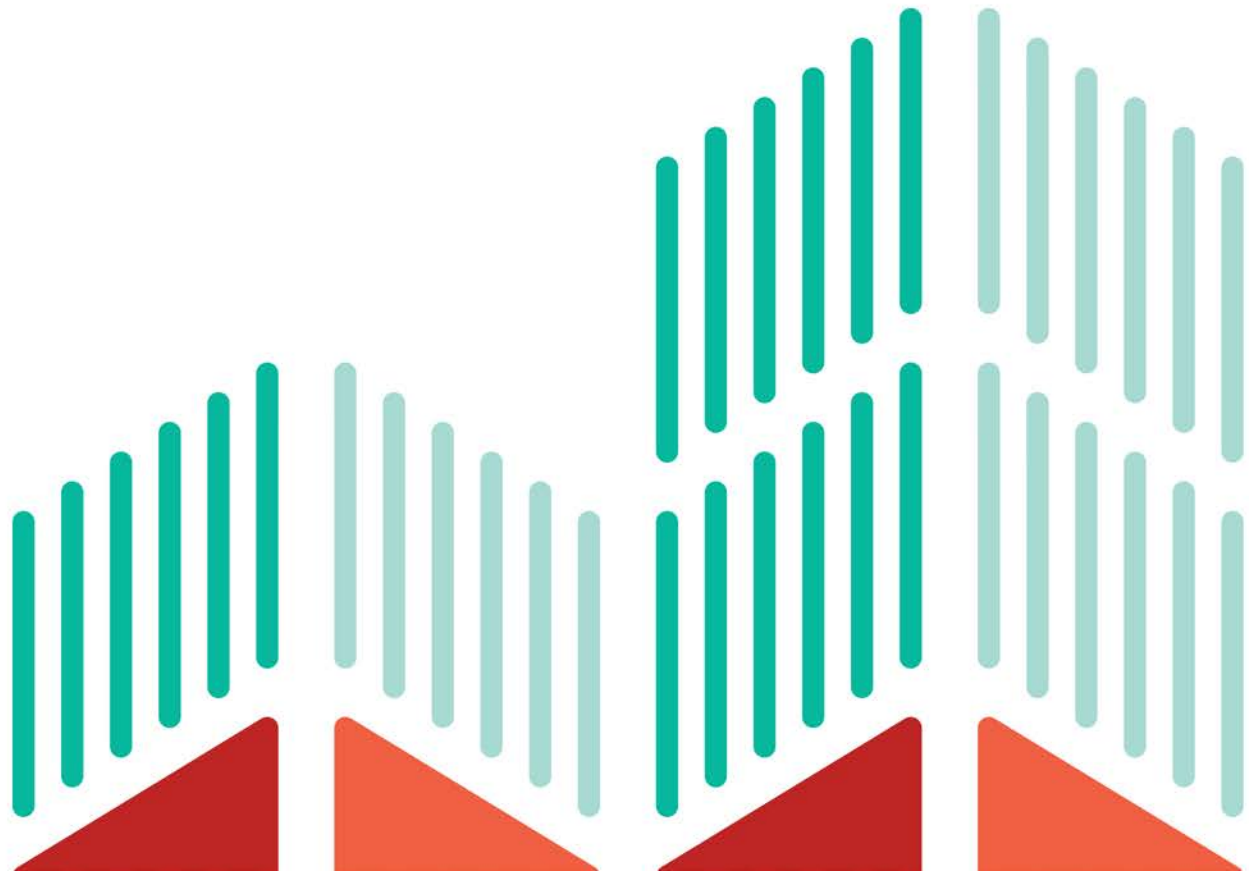
Communicate Effectively (continued)

- ▶ Encourage open discussion
 - Allow for questions during meetings and trainings
 - Set ground rules early
- ▶ Separate issues from individuals
 - Facilitate conflicts that arise
 - Coordinate with PC chair to anticipate issues
- ▶ Remind all of the purpose and mission
 - Services for people living with HIV

Questions and Answers



Wrap Up



Part II: Tools and Strategies for Building and Maintaining Strong Relationships

February 28, 2018
3:00 PM ET

- ▶ Learn strategies for how the PC/PB, RWHAP Part A recipient, and other entities can work together effectively
- ▶ Identify tools available to support effective collaboration between entities
- ▶ Learn how to use communication as a strategy to improve effectiveness

Future Webinars

- ▶ **Needs Assessments (Spring 2018)**
- ▶ **Priority Setting and Resource Allocation (PSRA)**
(Summer 2018)



Planning CHATT Home

List of Planning Councils

Webinars

Contact Us

Planning CHATT

Planning CHATT (Community HIV/AIDS Technical Assistance and Training) builds the capacity of RWHAP Part A Planning Councils and planning bodies (PC/B) across the U.S. to meet their legislative requirements, strengthen consumer engagement, and increase the involvement of community providers in HIV service delivery planning. The project provides training and technical assistance to support the work of PC/B members, staff, and Part A recipients.

During our first year, Planning CHATT will:

- Identify promising practices that can be used to improve PC/B functions, operations, and achievement of legislative responsibilities
- Collect TA resources, and update key planning tools and training materials
- Offer foundational webinars to share practical approaches and address common challenges
- Share existing resources via a searchable, user-friendly, and comprehensive library



Browse for More

Source Type: [Cooperative Agreement](#)Topic Areas: [Planning](#), [Part A - Hard Hit Urban Areas](#), [Part A - Planning Councils](#)

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Contact us: **planningCHATT@jsi.com**