# 2017 Comprehensive Plan for HIV Prevention and Care Services

## WORKGROUP DESCRIPTIONS & MEETING SCHEDULE

### Leadership Team – Next meeting: January 13, 2016 @ 3:00 p.m.
- Serve as the “steering committee” of the entire planning process.
- Guide the overall process by provide ongoing feedback on structure, timeline, outputs, etc.
- Provide the “big picture” perspective on HIV prevention and care services by reviewing mission, vision, values, guiding principles, and overall HIV prevention and care goals.
- Help identify individuals to serve on other Workgroups.
- Participate in the design of the community vetting process (e.g., community meetings, etc.).
- Review and provide feedback on draft sections of the plan.
- Facilitate review of and concurrence with the plan by agency leadership.

### Evaluation Workgroup – First meeting: TBA
- Assist in the design of a process to evaluate the status of the 2017 Comprehensive HIV Services Plan; review evaluation results and make recommendations regarding continued areas of need.
- Provide guidance on data collection methods for the planning process, including identifying data sources, locating secondary and/or collecting primary data, and advising on data analysis and findings for the Leadership Team and other Workgroups.
- Review various outcome measures, targets, and other quantitative indicators for use in effectively monitoring the goals and objectives developed through the planning process.
- Assist in assuring alignment of 2017 HIV prevention and care goals, objectives, and performance measures with other local, state, and national initiatives and plans.
- Assist in the design of the Evaluation and Monitoring Plan for the 2017 plan.

### Gaps in Care & Out-of-Care Workgroup – First meeting: January 28, 2016 @ 10:00 a.m.
- Identify goals regarding individuals who are aware of their HIV status but who are not in care (i.e., meeting unmet need) with an emphasis on ways to improve retention in care.
- Propose solutions for closing gaps in the current system of HIV prevention and care services in Houston.
- Propose solutions for addressing overlaps, or duplication, of services in the current system.

### Prevention & Early Identification Workgroup – Next meeting: February 2, 2016 @ 3:00 p.m.
- Identify goals regarding individuals who are unaware of their HIV status (EIIHA) with an emphasis on:
  - Identifying individuals who are HIV-positive
  - Informing individuals of their HIV status
  - Referring individuals to needed services
  - Providing linkages to HIV care
- Propose ways to better coordinate efforts between Ryan White programs and prevention programs, including:
  - HIV prevention
  - Partner notification initiatives
  - STD prevention
  - Prevention with positives
  - Hepatitis prevention

---

*The 2017 Comprehensive Plan for HIV Prevention and Care Services is a collaborative project of the*

- Houston Health Department
- HIV Prevention Community Planning Group
- Ryan White Planning Council
- Harris County Public Health & Environmental Services
- Ryan White Grant Administration
- The Resource Group

*Meetings hosted by the Ryan White Planning Council 2223 W. Loop South, #240; Houston, TX 77027*

- Ph: 713 572-3724  Fax: 713 572-3740  TTY: 713 572-2614  Web: www.rwpcHouston.org
Special Populations Workgroup – Next meeting: January 22, 2016 @ 9:00 a.m.

- Identify any emerging special populations not included in the 2012 Comprehensive Plan (adolescents, injection drug users, homeless, transgender); selection of emerging special populations must be data-driven.
- Identify goals for improving HIV prevention and care for members of special populations.
- Propose solutions for meeting the HIV prevention and care services needs of each special population.

Coordination of Effort Workgroup – Next meeting: February 2, 2016 @ 10:00 a.m.

- Identify goals for ensuring optimal access to prevention and care through enhanced coordination within the HIV Prevention Program and Ryan White Program “Parts”
- Propose ways to better coordinate efforts between prevention and Ryan White programs and other community service provider, including:
  - Public Providers:
    - Medicare
    - Medicaid
    - State Children’s Health Insurance Program
    - Federally Qualified Health Centers
  - Private Providers
  - Substance Abuse Treatment Programs and Facilities
- As time allows, propose ways to better coordinate efforts between Ryan White programs and “non-traditional” partners (e.g., those agencies, organizations, or programs that are not providing direct HIV services but who may be reaching people living with HIV/AIDS for other reasons, health care services, or needs).

Expectations of Workgroup Members

- Attend Workgroup meetings on a schedule to be determined by the members.
- Participate in activities conducted during Workgroup meetings.
- Complete assignments made at Workgroup meetings according to established timelines.
- Provide feedback on Workgroup deliverables.
- Participate in the community vetting process.
- Review and provide feedback on draft sections of the plan.

In addition to the above activities, Workgroup Co-Chairs will:
- Facilitate monthly meetings in accordance with Robert’s Rules of Order and Open Meeting Law.
- As needed, represent the Workgroup to the Leadership Team and others.
- As needed, fill gaps in the assignments of other Workgroup members.