

HOUSTON AREA HIV SERVICES
RYAN WHITE PLANNING COUNCIL



We envision an educated community where the needs of all persons living with and/or affected by HIV are met by accessible, effective, and culturally sensitive health and psychosocial services that are part of a fully coordinated system.
The community will continue to intervene responsibly until the end of the epidemic.
The Houston Eligible Metropolitan Area (EMA) Ryan White Planning Council will improve the quality of life and advocate for those living with and/or affected by HIV by taking a leadership role in the planning and assessment of HIV resources.

AGENDA

12 noon, February 14, 2019

Meeting Location: 2223 W. Loop South, First Floor Conference Room
Houston, Texas 77027

- I. Call to Order
- A. Welcome and Moment of Reflection
- B. Introductions
- C. Adoption of the Agenda
- D. Approval of the Minutes
- E. Training: The Open Meetings Act
- Bruce Turner, Chair,
Ryan White Planning Council
- Venita Ray, Attorney-At-Law
- II. Public Comments and Announcements
- (NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person living with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to the Council Secretary who would be happy to read the comments on behalf of the individual at this point in the meeting. The Chair of the Council has the authority to limit public comment to 1 minute per person. All information from the public must be provided in this portion of the meeting. Council members please remember that this is a time to hear from the community. It is not a time for dialogue. Council members and staff are asked to refrain from asking questions of the person giving public comment.)
- III. Reports from Committees
- A. Comprehensive HIV Planning Committee
- No report.
- Ted Artiaga and
Daphne L. Jones, Co-Chairs
- B. Affected Community Committee
- No report
- Rodney Mills and
Isis Torrente, Co-Chairs
- C. Quality Improvement Committee
- No report.
- Denis Kelly and
Gloria Sierra, Co-Chairs

- | | | |
|-------|--|---|
| D. | Priority and Allocations Committee
No report | Peta-gay Ledbetter and
Bobby Cruz, Co-Chairs |
| E. | Operations Committee
<i>Item:</i> 2019 Mentor/Mentee Luncheon
<i>Recommended Action:</i> FYI: Verbal update on the January 17, 2019 Mentor/Mentee Luncheon.

<i>Item:</i> 2019 Council Orientation
<i>Recommended Action:</i> FYI: Verbal update on the 2019 Council Orientation, which was hosted by the 2018 Operations Committee.
<i>Item:</i> 2018 Project LEAP
<i>Recommended Action:</i> FYI: See the attached 2018 Project LEAP Evaluation.

<i>Item:</i> 2019 Project LEAP
<i>Recommended Action:</i> <u>Motion:</u> Approve the 2019 Project LEAP Service Definition and Student Selection Guidelines. | Ronnie Galley and
Allen Murray, Co-Chairs |
| IV. | 2019 Council Activities
A. Petty Cash Memorandum
B. 2019 Timeline of Critical Activities (to be distributed at the meeting) | Tori Williams |
| V. | Report from the Office of Support | Tori Williams, Director |
| VI. | Report from Ryan White Grant Administration | Carin Martin, Manager |
| VII. | Report from The Resource Group | S. Johnson-Fairley, Health Planner |
| VIII. | Medical Updates | Shital Patel, MD
Baylor College of Medicine |
| IX. | New Business (30 seconds/report)
A. Ryan White Part C Urban and Part D
B. Community Development Advisory Council (CDAC)
C. HOPWA
D. Community Prevention Group (CPG)
E. Update from Task Forces:
• Sexually Transmitted Infections (STI)
• African American
• Latino
• Youth | Dawn Jenkins
Johnny Deal
Niquita Moret
Denis Kelly

Gloria Sierra
Gloria Sierra |

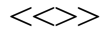
- MSM
 - Transgender
 - Hepatitis C
- F. HIV and Aging Coalition
 - G. Texas HIV Medication Advisory Committee
 - H. Positive Women's Network
 - I. Texas Black Women's Initiative
 - J. PrEP and Data to Care Campaigns
 - K. Texas HIV Syndicate
 - L. END HIV Houston
 - M. Texans Living with HIV Network

Ted Artiaga
 Robert Noble
 Robert Noble
 Bruce Turner
 Bruce Turner
 Tana Pradia
 Sha'Terra Johnson-Fairly
 Denis Kelly and John Poole
 Amber Harbolt

IX. Announcements

X. Adjournment

HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



We envision an educated community where the needs of all persons living with HIV and/or affected individuals are met by accessible, effective, and culturally sensitive health and psychosocial services that are part of a fully coordinated system. The community will continue to intervene responsibly until the end of the epidemic.

The Houston Eligible Metropolitan Area (EMA) Ryan White Planning Council will improve the quality of life and advocate for those living with and/or affected by HIV by taking a leadership role in the planning and assessment of HIV resources.

MINUTES

12 noon, Thursday, December 6, 2018

Meeting Location: Ryan White Offices, 2223 W. Loop South, Rm 532; Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Cecilia Oshingbade, Chair	Ruth Atkinson, excused	Niquita Moret, HCDD
Skeet Boyle, Vice Chair	Connie L. Barnes	Shelly Lucas, DSHS
Carol Suazo, Secretary	David Benson, excused	
Ted Artiaga	Johnny Deal, excused	
Melody Barr	Herman L. Finley III	STAFF PRESENT
Rosalind Belcher	Paul E. Grunenwald, excused	<i>Ryan White Grant Administration</i>
Ella Collins-Nelson	Arlene Johnson	Carin Martin
Bobby Cruz	J. Hoxi Jones, excused	Samantha Bowen
Ronnie Galley	Robert Noble	
Angela F. Hawkins	Shital Patel, excused	<i>The Resource Group</i>
Dawn Jenkins	Faye Robinson	Sha'Terra Johnson-Fairley
Daphne L. Jones	Viviana Santibanez, excused	Crystal Townsend
Denis Kelly	Gloria Sierra, excused	
Peta-gay Ledbetter	Isis Torrente	<i>Office of Support</i>
Tom Lindstrom		Tori Williams
Osaro Mgbere		Amber Harbolt
Rodney Mills		Diane Beck
Allen Murray		
John Poole		
Tana Pradia		
Bruce Turner		
Steven Vargas		

Call to Order: Cecilia Oshingbade, Chair, called the meeting to order at 12:10 p.m.

During the opening remarks, Oshingbade thanked all members of the Planning Council, adding that this is the last meeting of 2018. Council members who must retire from the Council at the end of this year include: Skeet, Steven, Ella and herself, which is a good sized portion of the leadership team. Another person who will be retiring from his position on January 1st is the County Judge. Steven, Skeet and

Cecilia were invited to Commissioners Court on November 13th to receive the World AIDS Day resolution. The Judge made some very complimentary remarks about the work of the Planning Council and the Chair of the Council gave him a certificate that said “More Than Words Can Say, You’re Appreciated In Every Way”.

Adoption of the Agenda: **Motion #1:** *it was moved and seconded (Kelly, Boyle) to adopt the agenda.*
Motion Carried.

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Boyle, Turner) to approve the November 8, 2018 minutes.* **Motion Carried.** Abstentions: Ledbetter and Lindstrom.

Ryan White Election Policy: Collins-Nelson reviewed the Council’s election policy, see attached.

Updates from the Texas Department of State Health Services: Shelly Lucas, Manager, HIV/STD Prevention and Care Branch, Texas Department of State Health Services (DSHS), thanked everyone who attended the conference in Austin last week. They had a record attendance of over 1,100 this year. ADAP has moved into their new office and are very busy. A number of staff from DSHS will attend the HRSA conference next week.

Public Comment and Announcements: None.

Reports from Committees

Comprehensive HIV Planning Committee: Steven Vargas, Co-Chair, reported on the following:
Year 1 (2017) Comprehensive Plan Evaluation Report: **Motion #3:** *Approve the attached Year 1 (2017) Comprehensive Plan Evaluation Report.* **Motion Carried.**

Quarterly Committee Report: Please see the attached Quarterly Committee Report.

Affected Community Committee: Rodney Mills, Co-Chair, reported on the following:
2018 World AIDS Day: See the attached calendar of 2018 World AIDS Day events. Boyle said that Vargas, Poole and Johnson-Fairley received awards at the African American State of Emergency Task Force Gala.

Community Events: See the attached list of 2018 Community Events.

Greeters: See the attached list of 2018 greeters.

Quality Improvement Committee: Denis Kelly, Co-Chair, reported on the following:
Reports from RW Administrative Agent – Part A/MAI: See the attached:

- FY18 Service Utilization Report (2nd Qtr.) – Part A/MAI, dated 10/24/18

Reports from RW Administrative Agent – Part B/SS: See the attached reports:

- FY18/19 Procurement – Part B, dated 11/05/18
- FY18/19 Procurement – DSHS State Services (SS), dated 11/05/18
- FY17/18 Procurement – DSHS State Services (SS), dated 11/05/18
- FY17/18 Procurement – DSHS SS Service Utilization, dated 11/05/18
- FY18/19 Health Insurance Assistance Program, dated 11/01/18

FY 2019 Standards of Care – Part A/MAI: **Motion #4:** *To approve the attached recommended changes to the Ryan White Part A/MAI FY 2019 Standards of Care, which are being forwarded to the Part A/MAI Administrative Agent as recommendations.* **Motion Carried.** Abstention: Artiaga.

2018-2019 Quality Management Plan – Part A/MAI: See the attached 2018-2019 Houston Eligible Metropolitan Area: Ryan White Care Act Part A Quality Management Plan, dated January 2018.

FY 2019-2020 Standards of Care – Part B/SS: Williams asked the committee to review the email from P.Martin regarding the attached document. **Motion #5:** *To approve the attached recommended changes to the Ryan White Part B/SS FY 2019-2020 Standards of Care, which are being forwarded to the Part B/SS Administrative Agent as recommendations.* **Motion Carried.** Abstentions: Artiaga and Turner.

Priority and Allocations Committee: No report.

Operations Committee: Ella Collins-Nelson, Co-Chair, reported on the following:

Important Dates in 2019: Please note the following important meeting dates in 2019:

- Mentor Luncheon – Thursday, January 17, 2019
- All-day Council Orientation – Thursday, January 24, 2019

Election of Officers for the 2019 Planning Council: See the attached list of nominees. Collins-Nelson opened the floor for additional nominations; Poole was nominated for Vice Chair and Pradia was nominated for Secretary. Each candidate on the ballot stated their qualifications for their respective positions.

Ballots were distributed. Williams reminded members that, per the election policy, voters must write their name on each ballot. Ballots without the voter's name cannot be counted in the election results.

While ballots were being tallied, Oshingbade presented the following certificates:

- Leadership – members of the 2018 Steering Committee
- Appreciation – members who are retiring
- Perfect Attendance – for Council and/or standing committees

The following individuals were elected by ballot: Chair - Bruce Turner, Vice Chair - John Poole, and Secretary - Tana Pradia.

Turner assumed the position of Chair for the remainder of the meeting.

Report from Office of Support: Tori Williams, Director, summarized the attached report.

Report from Ryan White Grant Administration: Carin Martin, Manager, summarized the attached report.

Report from The Resource Group: Sha'Terra Johnson-Fairley, Health Planner, summarized the attached report.

Updates from Task Forces

Community Prevention Group (CPG): Townsend said that they are still accepting applications for new members. Orientation will take place in January.

African American: Johnson-Fairley said they held a gala on World AIDS Day to honor those who work in the field. On December 14th they will have a testing event and collect warm clothes and blankets

for the homeless.

Latino: Vargas said that they are meeting this afternoon at Montrose Center and will be voting on new leadership.

Hepatitis C: Vargas stated that the Task Force presented information at the state HIV/STD conference last week.

HIV and Aging Coalition: Turner submitted the attached report.

Positive Women's Network (PWN): Pradia stated that the next meeting will be at 6 pm on Monday, December 10, 2018 at Bering Omega Community Services.

Texas Black Women's Initiative (TBWI): Johnson-Fairly said that they had elections at the last meeting. She is the Chair for the 6th year and Jessi Mona Cartwright is the new Secretary.

Texas HIV Syndicate: Harbolt said that the Syndicate met with the ACHIEVE group regarding rollout of the state's plan at the HIV/STD conference. The first year will be focused on getting the HIV workforce on board with the activities in the plan. The plan was unveiled at the conference last week, Johnson-Fairly has copies available in both English and Spanish.

END HIV Houston: Townsend said they helped with the launch of the state's plan. The plan strongly promotes U=U and PrEP. She said that a local clinic is doing test and treat and has a 97% viral suppression rate. Murray expressed concern that those participating in this program would not receive needed support services. Townsend said that the clinic provides case management to all to ensure they get needed services.

Texans Living with HIV Network: Vargas said that they are currently accepting membership applications. He, Murray and Pradia can email applications to those who are interested in joining. They will be working on Advocacy Day scheduled for March 20, 2019.

Announcements: Oshingbade said that there is a committee cross training tomorrow at noon for the Comprehensive HIV Planning and Priority and Allocations Committees. She thanked everyone for the opportunity to serve as Chair of the Planning Council. Vargas said that his three years as Chair were a huge learning experience. Kelly asked that Council members be mindful of others and keep in touch with friends, family and neighbors who may be depressed/suicidal during the holiday season.

Adjournment: Motion: *it was moved and seconded (Collins-Nelson, Hawkins) to adjourn the meeting at 1:38 p.m. **Motion Carried.***

Respectfully submitted,

Victoria Williams, Director

Date _____

Draft Certified by
Council Chair: _____

Date _____

Final Approval by
Council Chair: _____

Date _____

Council Voting Records for December 6, 2018

C = Chair of the meeting ja = Just arrived lm = Left the meeting lr = Left the room	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 Comp Plan Y-1 Evaluation Report Carried				Motion #4 FY19 Pt A/MAI SOC Carried				Motion #5 FY18 Pt B/SS SOC Carried				
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	
MEMBERS																					MEMBERS ABSENT
Cecilia Oshingbade, Chair				C				C				C				C				C	Ruth Atkinson
Skeet Boyle, Vice Chair		X				X				X				X				X			Connie L. Barnes
Carol Suazo, Secretary		X				X				X				X				X			David Benson
Ted Artiaga		X				X				X						X				X	Johnny Deal
Melody Barr		X				X				X				X				X			Herman L. Finley III
Rosalind Belcher		X				X				X				X				X			Paul Grunenwald
Ella Collins-Nelson		X				X				X				X				X			Arlene Johnson
Bobby Cruz		X				X				X				X				X			J. Hoxi Jones
Ronnie Galley		X				X				X				X				X			Robert Noble
Angela F. Hawkins		X				X				X				X				X			Shital Patel
Dawn Jenkins		X				X				X				X				X			Faye Robinson
Daphne L. Jones		X				X				X				X				X			Viviana Santibanez
Denis Kelly		X				X				X				X				X			Gloria Sierra
Peta-gay Ledbetter		X						X		X				X				X			Isis Torrente
Tom Lindstrom		X						X		X				X				X			
Osaro Mgbere		X				X				X				X				X			
Rodney Mills		X				X				X				X				X			
Allen Murray		X				X				X				X				X			
John Poole		X				X				X				X				X			
Tana Pradia		X				X				X				X				X			
Bruce Turner		X				X				X				X						X	
Steven Vargas		X				X				X				X				X			

Operations Committee Report

Final



**Houston Area HIV Services Ryan White Planning Council
Office of Support**

2018 Project LEAP Final Report

Approved: December 17, 2018

Prepared by:
Amber Harbolt
Office of Support
(832) 927-7926 telephone
www.rwpchouston.org



**Houston Area HIV Services Ryan White Planning Council
Office of Support
2018 Project LEAP Final Report**

Table of Contents

Introduction.....	3
Service Definition Objective 1.....	4
• Contact Hours Requirements.....	4
• Curriculum Requirements.....	5
Service Definition Objective 2.....	6
• Class Composition vs. Current HIV Prevalence.....	6
• Course Completion.....	7
• Pre/Post-Training Evaluation Results.....	8
• Process Evaluation and Lessons Learned.....	9
“Knowledge is power but most memorable is the learning experience in every class.”: The Life-Changing Impact of Project LEAP.....	11
Budget Information and Comparison.....	12
Acknowledgments.....	14
Attachments.....	15
• FY18 Project LEAP Service Definition (approved 12-14-17)	
• 2018 Project LEAP Course Overview	
• 2018 Pre/Post-Training Evaluation Forms	

Introduction

“Project LEAP” (*Learning, Empowerment, Advocacy and Participation*) is a locally defined HRSA-funded Service Category for the Houston EMA. Its purpose is to “increase the number and effectiveness of people living with HIV (**PLWH**) and affected others who can participate in organizations, councils, and committees dealing with the allocation of public funds for HIV-related prevention and care services,” with an emphasis on increasing participation in the EMA’s two local Planning Bodies, the Ryan White Planning Council (**RWPC**) and the Houston HIV Prevention Community Planning Group (**CPG**).

Project LEAP is currently designed as a weekly class spanning 16 weeks including classroom training, out-of-class time observation, and experiential community-based learning. On the 17th week, students are recognized through a graduation ceremony and encouraged to apply to RWP and CPG. Annually, the RWPC reviews and makes recommendations for the Project LEAP Service Definition based on program results and student needs. An External Advisory Panel consisting of representatives from the RWPC, CPG, and Project LEAP alumni also advises Project LEAP.

Beginning in 2012, the RWPC Office of Support (**OS**) assumed responsibility for planning, implementing, and evaluating Project LEAP, including student recruitment, syllabus design, and course facilitation. In its pilot year as an Office of Support project, 29 students enrolled in the program, and 24 students graduated (for an 83% graduation rate). Of graduates, 63% were consumers living with HIV, and 63% applied for either RWPC or CPG membership. Staff conducted the pilot was also conducted at a savings of over \$38,000 compared to prior contracted providers.

This report summarizes results from the 2018 Project LEAP cohort, including the ways in which the 2018 syllabus met the objectives outlined in the RWPC-approved Service Definition, the extent of the program’s achievement in increasing the knowledge and skills of PLWH and affected individuals, and lessons learned for future program implementation.

Obj. 1: Contact Hours Requirements

From the FY18 Project LEAP Service Definition:

Since 2013, Project LEAP has been designed to include multiple experiential community-based learning opportunities, including direct observations of Planning Body activities. To ensure each Project LEAP student has the same opportunity for community-based learning activities, the FY18 Project LEAP Service Definition requires contact hours for out-of-class time and service learning. The approved contact hours for Project LEAP are as follows:

- No more than two classes will be provided during the [program]
- Each class will include graduation and at least:
 1. 44 contact hours of classroom training;
 2. 6 hours of participation in RWPC or CPG meetings or activities; and
 3. 6 hours of participation in HIV-related community meetings and activities.

From the 2018 Project LEAP Syllabus:

- Two classes were held each week from April 4 – July 18, 2018 (**Figure 1**), including:
 1. 50 hours of classroom training;
 2. 12 hours of participation in RWPC or CPG meetings or activities; and participation in HIV-related community activities;
- For a total of 60 hours of instruction. This is 3 hours *more per class* than the Service Definition requirement.
- A graduation dinner and ceremony was held on July 26, 2018.

Figure 1: Project LEAP Contact Hours, 2018

	FY18 Service Definition (approved 12-14-17)	2018 Project LEAP Syllabus (conducted 4-4-18 through 7-18-18)	
Requirement	Number of Hours	Number of Hours	Method
Graduation	n/a	n/a	Graduation ceremony held 7-26-18
Classroom training	44	50	11 weekly classroom sessions conducted at 4 hours/session; 6 hours of classroom sessions before RWPC, CPG, and P&A Committee mtgs
PC/Community participation	12	12	Student attendance at 1 RWPC mtg (2 hrs), 1 CPG mtg (2 hrs) 1 P&A Committee mtg (2 hrs), 1 community mtg (2 hrs), and participation in 1 volunteer shift at an HIV testing event (4 hrs)
Total per class	56	62	
<i>Number of classes</i>	≤ 2	2	
Total contact hours	56-112	124	

Obj. 1: Curriculum Requirements

FY18 Project LEAP Service Definition curriculum requirements met through curriculum:

1. **Information on PrEP; & sources & purposes of HIV service funds in Houston EMA/HSDA**
 - ☑ Week #2 (4/11/18): Panel – Barriers to Reaching, Linking, & Retention in Care with Epidemiology Overview & Special Populations (*Meyer, Stoker, Cantu, & Koroma*)
 - ☑ Week #2 (4/11/18): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (*Williams*)
 - ☑ Week #3 (4/18/18): HIV Prevention Program: CDC to CPG Panel (*Campbell & Townsend*)
 - ☑ Week #4 (4/25/18): PrEP and PeP (*Canon*)
 - ☑ Week #9 (5/30/18): Overview of Housing Opportunities for People with HIV/AIDS (*Perez*)
 - ☑ Week #13 (6/27/18): Attendance at Priorities & Allocations (P&A) Committee meeting (*Williams*)
2. **Structure, functions, & procedures of the RWPC/CPG**
 - ☑ Week #1 (4/4/18): History of HIV in the Houston Area Interactive Exercise (*Vargas & Williams*)
 - ☑ Week #2 (4/11/18): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (*Williams*)
 - ☑ Week #3 (4/18/18): PB & Jelly Exercise (Function of Policies & Procedures) (*Harbolt*)
 - ☑ Week #8 (5/24/18): Attendance at a CPG meeting
 - ☑ Week #11 (6/14/18): Attendance at Ryan White Planning Council (RWPC) meeting
 - ☑ Week #12 (6/20/18): Training and Exercise on the P&A Process (*Williams*)
 - ☑ Week #12 (6/20/18): Organizing Graduation/Robert's Rules of Order Practice (*Williams*)
 - ☑ Week #15 (7/11/18): RWPC and CPG Application Process (*Williams*)
 - ☑ Week #16 (7/18/18): Project LEAP to Planning Body (*Oshingbade, Cruz, Belcher, & Kelly*)
 - ☑ Week #16 (7/18/18): RWPC & COI Refresher and Mock Interviews (*Williams & Harbolt*)
3. **Needs assessments; parliamentary procedures & meeting mgmt; presentation skills; RFP; accessing & utilizing resources/role models; organizational participation & conduct**
 - ☑ Week #1 (4/4/18): Introduction to Robert's Rules of Order (*Williams*)
 - ☑ Week #3 (4/18/18): LEAP Special Study Project – Plan Framework Development (*Harbolt*)
 - ☑ Week #4 (4/25/18): LEAP Special Study Project – Activities Development Part 1 (*Harbolt*)
 - ☑ Week #4 (4/25/18): Robert's Rules of Order Exercise (*Williams*)
 - ☑ Week #4 (4/25/18): Community Needs Assessment (*Harbolt*)
 - ☑ Week #5 (5/2/18): Leadership Skills and Team Building (*Alexander*)
 - ☑ Week #7 (5/16/18): LEAP Special Study Project – Activities Development Part 2 (*Harbolt*)
 - ☑ Week #7 (5/16/18): LEAP Special Study Project – Organize Class Presentation Practice (*Harbolt*)
 - ☑ Week #9 (5/30/18) for day class; Week #16 (7/18/18) for evening class: Training on HIV Resources/Blue Book Treasure Hunt (*Beck & Williams*)
 - ☑ Week #10 (6/6/18): Epidemiology Profile and EIIHA Strategy (*Harbolt*)
 - ☑ Week #10 (6/6/18): LEAP Special Study Project –Presentation Practice (*Harbolt*)
 - ☑ Week #10 (6/6/18): The RFP Process (*Williams*)
 - ☑ Week #11 (6/14/18): Presentation of LEAP Special Study Project to RWPC
 - ☑ Week #15 (7/11/18): Advocacy 101 (*Ray*)
 - ☑ Week #15 (7/11/18): Community Meeting Report-Backs (*Williams*)
Ongoing: Weekly designation of meeting chairs, weekly practice with Robert's Rules and following meeting agendas, regular in-class small/large-group activities requiring student presentations
4. **HIV-related Standards of Care, quality assurance methods, & HRSA service category definitions**
 - ☑ Week #2 (4/11/18): Designing HIV Care Services: HTBMN (*Williams*)
 - ☑ Week #3 (4/18/18): Comprehensive HIV Planning (*Harbolt*)
 - ☑ Week #4 (4/25/18): HIV Care Continuum (*Harbolt*)
 - ☑ Week #15 (7/11/18): Training on Standards of Care and Performance Measures (*Harbolt*)

Obj. 2: Class Composition vs. Current HIV Prevalence

From the FY18 Project LEAP Service Definition:

- Identify and provide training to at least 20 PLWH individuals, and no more than 10 affected others in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA.
- The race, ethnicity, and gender composition of the classes must reflect current local HIV prevalence data to the extent feasible.
- Endeavor to enroll individuals from groups that are disproportionately affected by HIV disease, including youth and transgender PLWH.

From the 2018 Project LEAP Cohort (Figure 2):

- 23 PLWH (all of whom were Ryan White consumers) and 6 affected others were enrolled at the beginning of the 2018 Project LEAP program.
- Of graduating students, 20 were PLWH (80%), and five were affected (20%).
- Compared to HIV prevalence proportions for the Houston EMA, greater proportions of black, non-Hispanic (62% vs. 49%), multiracial (10% vs. 3%), and female students (38% vs. 25%) enrolled in the program.
- One youth student and two transgender students enrolled in the program and graduated.

Figure 2: Project LEAP Class Composition, 2018

	EMA HIV Prevalence (as of 12/31/17)		2018 Project LEAP Enrollees (as of 3/29/18)		2018 Project LEAP <u>PLWH</u> Enrollees (as of 3/29/18)		2018 Project LEAP Graduates (as of 7/26/18)	
Race/Ethnicity	#	%	#	%	#	%	#	%
White, not Hispanic	5,321	19	2	7	2	9	2	8
Black, not Hispanic	13,830	49	18	62	15	65	15	60
Hispanic	7,926	28	6	21	3	13	6	24
Multiracial	759	3	3	10	3	13	2	8
Other/Unknown	389	1	0	0	0	0	0	0
Total	28,225	100	29	100	23	100	25	100
Sex	#	%	#	%	#	%	#	%
Male	21,178	75	16	55	14	67	14	56
Female	7,047	25	11	38	7	33	9	36
Transgender	n/a	n/a	2	7	*	*	2	8
Total	28,225	100	29	100	21	100	25	100
Age	#	%	#	%	#	%	#	%
13 – 24 years**	1,230	4	1	3	*	*	1	4
Total	1,230	4	1	3	*	*	1	0

*Data suppressed to maintain confidentiality

**Project LEAP youth enrollees and graduates reflect 18-24 years

Obj. 2: Course Completion

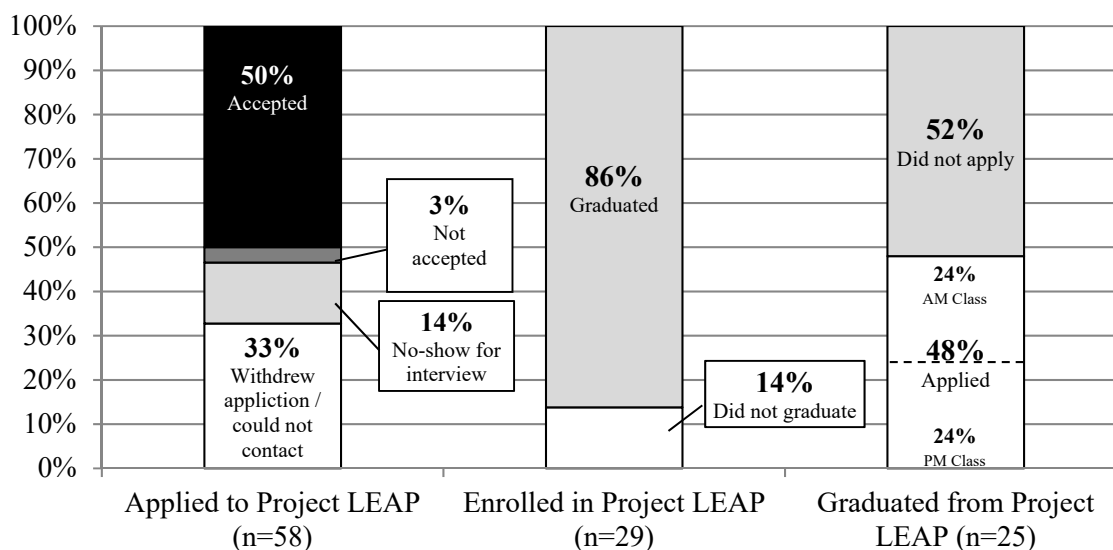
From the FY18 Project LEAP Service Definition:

- Identify and provide training to at least 20 PLWH individuals, and no more than 10 affected others in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA.
- Establish realistic training schedules that accommodate varying health situations of participants.

From the 2018 Project LEAP Cohort (**Figures 3**):

- 58 individuals applied for 2018 Project LEAP; 18 applicants withdrew from the interview process or could not be contacted after they applied, and 1 was ineligible as a previous Council member. The remaining 39 applicants had interviews scheduled. Eight applicants did not show up for their interviews, two applicants were interviewed but not accepted into the program, and 29 applicants were enrolled.
- Out of the 29 students enrolled, 25 graduated from the program, for a graduation rate of 86%, up from 69% in 2017. Reasons for attrition were frequent travel and conflicts with other priorities. One student enrolled, but never attended class. Three students attended classes, but did not complete the course.
- Average weekly class size was 13 students for the morning class, and 8 students for the evening class. Weeks involving off-site locations or alternate days/times correlated with higher absences. Two students had perfect attendance.
- When asked about next steps after Project LEAP, 68% of graduates planned to apply to RWPC or an External Committee; 45% planned to apply to CPG, 18% planned to join a Community Advisory Board (CAB), 27% planned to join a Task Force, and 27% planned to sign up for the Positive Organizing Project.
- Twelve students (or 48% of the graduating class) submitted applications to RWPC for PC (10) and/or External Committee (12) membership. As of December 2018, two students applied to CPG.

Figure 3: Project LEAP Application, Enrollment, and Course Completion, 2018



Obj. 2: Pre/Post-Training Evaluation

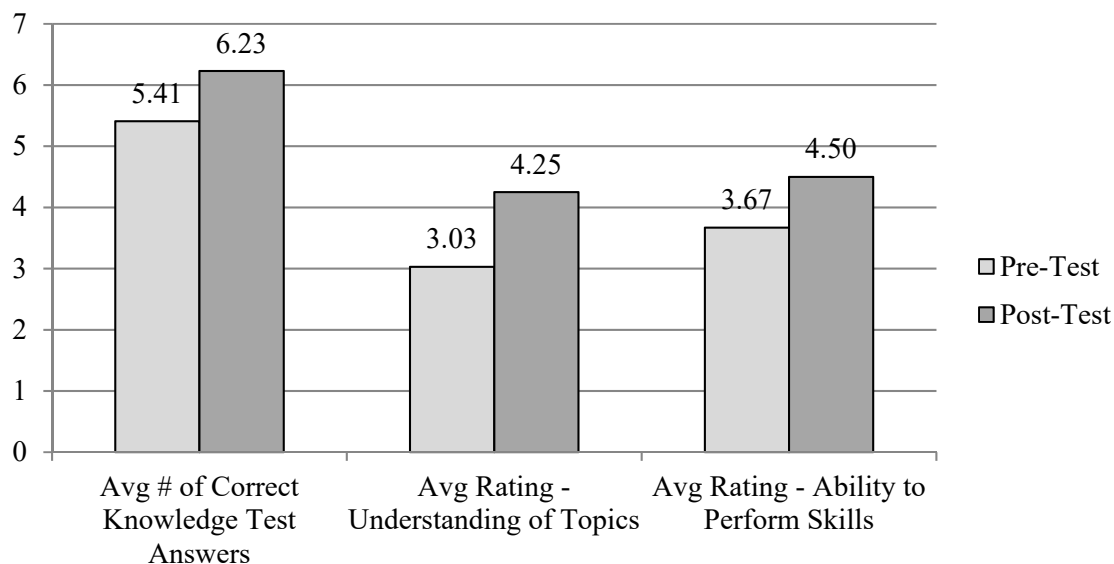
From the FY18 Project LEAP Service Definition:

- Conduct a pre-training evaluation to determine knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes.
- Conduct a post-training evaluation to measure change.

From the 2018 Project LEAP Cohort:

- A matched pre-training and post-training evaluation was conducted at Weeks 1 and 16. The evaluation tool (**See Attachment**) included the following:
 1. A 10-item fact-based multiple choice quiz specific to Service Definition topics measuring change in knowledge;
 2. A self-assessment of understanding of Service Definition topics (1 = “not well”; 5 = “very well”) measuring self-assessed change in understanding; and
 3. A self-assessment of ability to perform the skills or activities required by the Service Definition (1 = “not well”; 5 = “very well”) measuring self-assessed change in skills.
- Twenty-five students were evaluated at both pre and post with the following results (**Figure 4**):
 1. The average number of correct answers to the multiple choice knowledge assessment questions increased from 5.41 to 6.23, or a 19% increase in average knowledge scores.
 2. The average self-assessment rating of understanding increased from 3.03 to 4.25 (out of 5), or a 71% increase in self-assessed understanding.
 3. The average self-assessment rating of ability to perform skills or activities increased from 3.67 to 4.50 (out of 5), or a 23% increase in self-assessed skills.
 4. The greatest improvements occurred in: knowledge of the purpose of the RW program and RWPC activities; understanding of HRSA service category definitions for HIV care, treatment, and support; and ability to effectively use Robert’s Rules of Order.

Figure 4: Project LEAP Pre/Post-Training Evaluation Results, 2018



Obj. 2: Process Evaluation and Lessons Learned

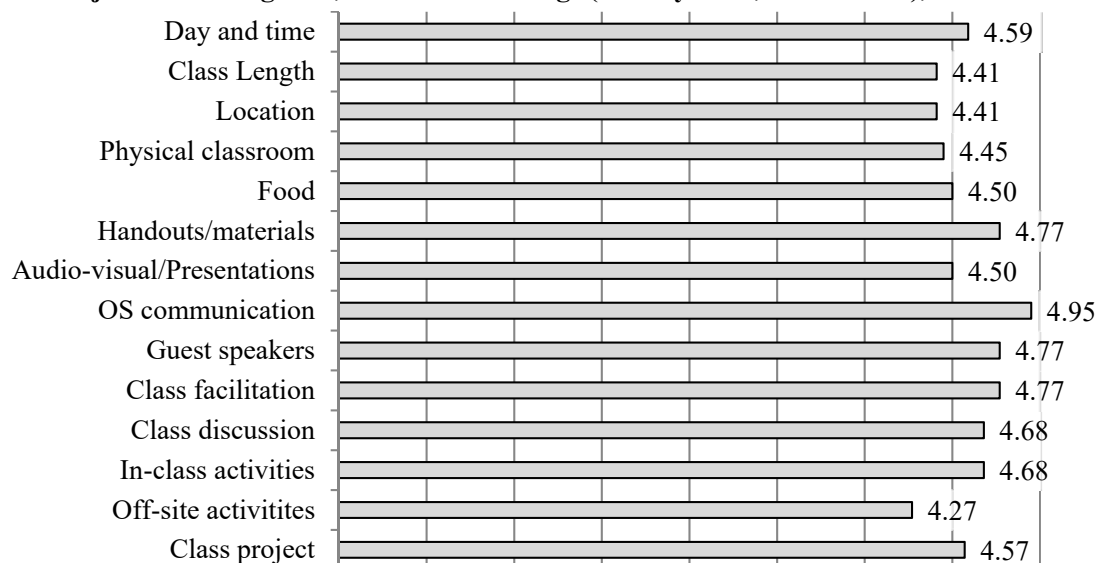
From the FY18 Project LEAP Service Definition:

- Enhance the participation of PLWH and affected persons participating in this project.
- Provide both lecture and hands-on experiential class activities to enable participants to maximize opportunities for learning.

From the 2018 Project LEAP Syllabus and Cohort:

- A variety of teaching methods was employed to meet the Service Definition:
 1. *Lectures*: included 23 guest speakers (in addition to three Office of Support staff/facilitators)
 2. *Hands-on activities*: 100% of classroom sessions included an interactive activity (e.g., Robert's Rules practice, Comprehensive Plan project development, team-building activities, group discussion, and report-back)
 3. *Experiential activities*: Graduation requirements included a special study project, attendance at a community meeting, and a volunteer shift at an HIV testing event. Three weeks of class occurred at a RWPC, Committee, or CPG meeting.
- Staff assessed course instruction quality in each class.
 1. Students were asked to name their favorite part of class, and anything that could have been added, changed, or done differently. Staff reviewed this feedback weekly and made adjustments as necessary.
 2. Students were also asked to rate the general quality of each class on a 5-point scale, with a rating of 1 indicating poor quality, and 5 indicating excellent quality. Overall, classes received an average rating of 4.69/5 - Excellent. The final class received an average rating of 4.82/5 - Excellent.
- Staff assessed course logistics quality at the end of the course. (**Figure 5**)
- Average ratings were highly favorable, with all course logistics elements rated “Very Good” (21%) or “Excellent” (79%). The highest rated logistics element was communication with the OS with an average score of 4.95. Though still rated “Very Good”, the logistics element with the lowest rating was off-site activities with an average score of 4.27

Figure 5: Project LEAP Logistics, Evaluation Ratings (1=Very Poor, 5=Excellent), 2018



Obj. 2: Process Evaluation and Lessons Learned (Con't)

- Staff measured general impressions of course quality at the end-point. As of the final Project LEAP 2018 class:
 1. 95% of students felt better able to be productive planning body members following Project LEAP.
 2. 100% of students were pleased with their decision to participate in Project LEAP and would recommend Project LEAP to someone else.
 3. 100% of students agreed or strongly agreed that Project LEAP made them more knowledgeable about HIV prevention and care services planning.
- Staff collected qualitative data at the end-point with an open-ended question inviting students to suggest ways of making Project LEAP even better in the future:
 1. More activities outside of classroom
 2. Have more students volunteer during class
 3. Have a reminder in the beginning of class to turn cell phones to vibrate, and answer calls outside in the hallway
 4. "Spend more days on Comprehensive Plan project, even if it's shorter amounts on more days. There were a few times in class where some problematic stigmas and biases came up but there was no time to talk more. While we're working to address HIV stigma, we should do the same for talking about gay parents raising children and the Me Too movement, which came up briefly."
 5. Add more visual aides

Remaining responses complimented the quality of the class, facilitators, and course content.

**“Knowledge is power but most memorable is the learning experience in every class.”:
The Life-Changing Impact of Project LEAP**

Near the end of the course, the 2018 Project LEAP students were asked to share the impact of the program had on their lives. The quotes were displayed in a presentation that played during the graduation ceremony. The following quotes convey sentiments shared by many of the students:

- “I have enjoyed learning information that I didn’t know about before. The guests were wonderful. Tori and Amber was wonderful as well. The class has been an enjoyable class.”
- “I’m living proof that [Ryan White] helps save lives.”
- “If you’re positive... you cannot be negative. Si eres positive... no puedes ser negative.”
- “Project LEAP has taught me to be comfortable speaking in the public, having the energy to speak out about how people living with HIV has come together on teaching the public. Learned the ways of how Ryan White Council works. Having a voice - Be active.”
- “Project LEAP has meant me meeting a group of AMAZING people, and getting educated on how Ryan White helps people living with HIV.”
- “Knowledge is power but most memorable is the learning experience in every class.”
- “Thank you to all staff and speakers in Project LEAP 2018”
- “Project LEAP has meant how to be an advocate for HIV and other things to help me to go on with life today.”
- “Project LEAP has meant change, commitment, awareness, informed & family. Five words that will stay with me.”
- “There is a new community I never knew existed and a new language in this LEAP class of 2018. LEAP has taught me about the New Community and New Language. Ryan White is set up to help and protect this community.”
- “(We over me) is a saying adopted by my daughters college. (Everyone matters) Because what effects one, effects us all.”
- “Thank you, Project LEAP! I’ve learned a wealth of information to take back into my community.”
- “Project LEAP has been an amazing experience! It is a great tool for advocacy and empowerment. It has helped me a lot to grow by learning and sharing knowledge and experience with my classmates. A delightful journey!”
- “Project LEAP was a great experience, full of a lot of helpful information. My opinion of the speakers was that they were exceptional and well presented in their presentations. The staff was excellent and well organized, very kind. Learned a lot. Thanks Project LEAP.”
- “Project LEAP has been an informative source to help me succeed in my advocacy work.”
- “It was a unique experience to participate in Project LEAP. I walk away a better person and a better advocate.”
- “Education is Freedom: with freedom comes better decisions: with better decisions comes a healthier community.”

Budget Information and Comparison
--

Original Cost of the Program: \$ 52,000

2018 Cost of the Program: \$ 13,264

Total Savings: \$ 38,736

2018 Expenses:

Supplies	\$ 873
Facilities Rental	364
Speaker Fees	100
Student Reimbursement	3,488*
(mileage only – no dependent care needed in 2018)	
Meals and Snacks	7,295
Staff Mileage	0
Miscellaneous	1,144
(graduation shirts)	

TOTAL \$13,264

* Of the \$3,488 spent on transportation, \$1,117 was for group transportation to and from AFH housing facilities.

See next page for Project LEAP Budget Comparison, 2012 – 2018

Project LEAP Budget Comparison, 2012 – 2018

Item	2012 Expenses	2013 Expenses	2014 Expenses	2015 Expenses	2016 Expenses	2017 Expenses	2018 Expenses
Supplies	1,182	1,159	523	638	493	466	873
Facilities Rental	268	875	318	274	1158	724	364
Speaker Fees	0	0	0	0	100	100	100
Student Reimbursement							
Transportation	3,294	3,178	4,878	1,031	1,242	4,525	3,488
Dependent Care	560	705	0	0	0	0	0
Food	7,844	5,897	7,553	4,091	3,734	6,989	7,295
Staff Mileage	200	25	20	20	20	0	0
Miscellaneous	630	858	809	301	494	1,020	1,144
TOTAL	\$13,978	\$12,697	\$14,100	\$6,355**	\$7,241**	\$13,824	\$13,264

****IMPORTANT:** Please note that 2015 and 2016 expenses are significantly less than in previous years because there were no evening classes.

Acknowledgments

Project LEAP 2018 was a collaboration of the:

**Houston Area HIV Services Ryan White Planning Council and the
Houston Health Department Bureau of HIV/STD & Viral Hepatitis Prevention**

Project LEAP 2018 was made possible by the following individuals:

Project LEAP Advisory Committee

Angela F. Hawkins, Co-Chair

Allen Murray, Co-Chair

Ruth Atkinson
Rosalind Belcher
Bobby Cruz
Johnny Deal
Herman Finley
Ronnie Galley
Kelvin Harris
Denis Kelly
Rodney Mills

Alex C. Moses
Robert Noble
John Poole
Tana Pradia
Venita Ray
Crystal Starr
Veria Steptoe
Isis Torrente
Steven Vargas

Guest Speakers

Mike Alexander
MLA Consulting

Rosalind Belcher
Member, Ryan White Planning Council

Chad Brandt
The Houston OCD Program

W. Jeffrey Campbell
*Governmental Co-Chair, Community Planning Group;
Houston Health Department*

Megan Canon
Houston Health Department

Gerry Cantu
Latino HIV Task Force;

Bobby Cruz
Member, Ryan White Planning Council
Sha'Terra Johnson-Fairley, LMSW
The Resource Group

Heather Keizman, RN
Ryan White Grant Administration

Denis Kelly
*Member, Community Planning Group;
Committee Member, Ryan White Planning Council*

Juma Koroma
Legacy Community Health

Jeffrey Meyer, MD, MPH
Houston Health Department

Office of Support Staff

Tori Williams, Director
Amber Harbolt, Health Planner
Diane Beck, Council Coordinator
Rodriga Avila, Assistant Coordinator

Scot More

Coalition for the Homeless of Houston/Harris County

John Nechman
Katine & Nechman L.L.P.

Cecilia Oshingbade
Chair, Ryan White Planning Council

Krystal Perez
Houston Department of Housing & Community Development

Venita Ray
Community Advocate

Gloria Sierra
*Member, Ryan White Planning Council
Texas Children's Hospital*

Paul Simmons, MSN, NP-C
Legacy Community Health

Charleston Stoker
AIDS Foundation Houston

Crystal Townsend
*Community Co-Chair, Community Planning Group;
The Resource Group*

Steven Vargas
*Member, Ryan White Planning Council;
Association for the Advancement of Mexican Americans*

Lou Weaver
Equality Texas

HHD Staff

Marlene McNeese, Assistant Director
Cathy Wiley, Training Administrator

Attachments

- FY18 Project LEAP Service Definition (approved 12-14-17)
- 2018 Project LEAP Course Overview
- 2018 Pre/Post-Training Evaluation Forms

Service Category Title: Grant Administration - Project LEAP**Unit of Service Definition:**

1 unit of service = 1 class hour of training to Project L.E.A.P. participants. No other costs may be billed to the contract issued for Project LEAP.

GOAL: Agency will increase the number and effectiveness of People Living With HIV (PLWH) and the affected community who can participate in organizations, councils and committees dealing with the allocation of public funds for HIV-related prevention and care services, through an effort known as “Project LEAP” (Learning, Empowerment, Advocacy and Participation). Enrollment should include 20 to 30 persons who are living with HIV. No more than 10 individuals are to be enrolled in the training program who are affected by HIV. The race, ethnicity and gender composition of the classes must reflect current local HIV prevalence data to the extent feasible. Agency will prioritize to enroll individuals from groups that are disproportionately affected by HIV disease, including youth and transgender persons living with HIV, in Project LEAP.

Project LEAP will increase the knowledge, participation and efficacy of PLWH and affected participants through a training program specifically developed to provide PLWH and affected persons with the knowledge and skills necessary to become active, informed, and empowered members of HIV planning bodies and other groups responsible for the assessment of HIV-related prevention and service needs in the Houston EMA/HSDA. The primary focus of training is to prepare participants to be productive members of local HIV planning bodies, with an emphasis on planning activities conducted under the auspices of the Houston Ryan White Planning Council (RWPC).

Each class provided during the term of this agreement will include graduation and at least:

- A. 44 contact hours of classroom training;
- B. 6 hours of participation in Ryan White Planning Council and/or Committee related activities; and
- C. 6 hours of participation in HIV-related community activities.

There will be no more than 2 classes at 56 hours per class. The Council-approved minimum outline for the training curriculum includes: HIV funding sources, general and specific operational procedures of HIV-related planning bodies, information regarding assessment of the needs of PLWH in the Houston EMA/HSDA, a general understanding of an RFP process, organizational case studies and mentoring, presentation skills, knowledge related to accessing services, overview of HIV-related quality assurance (QA) processes and parliamentary procedure/meeting management skills.

Agency will provide reimbursement of eligible expenses to participants during the period of enrollment to reimburse these participants for out of pocket costs related to

their participation, limited to transportation, childcare, and meals. Agency agrees to provide Harris County Public Health (HCPH)/Ryan White Grant Administration (RWGA) and the Houston RWPC with written reports and project summaries as requested by Harris County and in a form acceptable to Harris County, regarding the progress and outcome of the project.

Agency will provide Harris County with a written report summarizing the activities accomplished during the term of the contract within thirty calendar days after the completion of the project. If completed with a noncontract agreement, written report must be submitted at the end, or before the end, of the project calendar year.

Objective 1: Agency will identify and provide training to at least 20 persons who are living with HIV and no more than 10 affected individuals in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA. The following training curriculum shall be provided:

1. Information on PrEP and the sources and purposes of HIV service funds in the Houston EMA/HSDA;
2. The structure, functions, policies and procedures of the Houston HIV Health Services Planning Council (Ryan White Planning Council/RWPC) and the Houston HIV Prevention Community Planning Group (CPG);
3. Specific training and skills building in needs assessments, parliamentary procedures and meeting management procedures, presentation skills, a general understanding of an RFP process, accessing and utilizing support resources and role models, and competence in organizational participation and conduct; and
4. Specific training on HIV-related Standards of Care, quality assurance methods and HRSA service category definitions.

Objective 2: Agency will enhance the participation of the people living with HIV and affected persons in the decision-making process by the following documented activities:

1. Establishing realistic training schedule(s) which accommodate varying health situations of those selected participants;
2. Conducting a pre-training evaluation of participants to determine their knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area. Agency must incorporate responses from this pre-training evaluation in the final design of the course curriculum to ensure that, to the extent reasonably possible, the specific training needs of the selected participants are addressed in the curriculum;
3. Conducting a post-training evaluation to measure the change in participants knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area;

4. Providing reimbursement of allowable expenses to help defray costs of the individual's participation, limited to transportation, child care, and meals; and
5. Providing both lecture and hands-on experiential class activities to enable participants to maximize opportunities for learning.

Objective 3: Agency will encourage cooperation and coordination among entities responsible for administering public funds for HIV-related services by:

1. Involving HCPH/RWGA, The Houston Regional HIV/AIDS Resource Group (TRG) and other administrative agencies for public HIV care and prevention funds in curriculum development and training activities;
2. Ensuring representatives from the RWPC, the Houston Community Planning Group (CPG) and Project LEAP alumni are members of the Project LEAP External Advisory Panel. The responsibility of the Project LEAP External Advisory Panel is to:
 - Assist in curriculum development;
 - Provide input into criteria for selecting Project LEAP participants;
 - Assist with the development of a recruitment strategy;
 - If the agency finds it difficult to find individuals that meet the criteria for participation in the Project, assist with student recruitment; and
 - Review the final report for the Project in order to highlight the successes and brainstorm/problem solve around issues identified in the report. The results of the review will be sent to the Ryan White Operations Committee and the next Advisory Panel.
3. Collaborating with the Project LEAP External Advisory Panel during the initial 60 days of the Contract term. The criteria developed and utilized will, to the maximum extent possible, ensure participants selected represent the groups most affected by HIV disease, consistent with current HIV epidemiological data in the Houston EMA/HSDA, including youth (ages 18-24) and transgender persons living with HIV.

Agency will provide RWGA with the attached matrix and chart 21 and 14 days before the first class and again the day after the first class demonstrating that the criteria established by the Project LEAP External Advisory Panel was met. The matrix must be approved by RWGA 14 days before the first class.

EXAMPLE

Recommended Project LEAP Class of 2018

Candidate	M	F	T	HIV+	Non-Aligned HIV+	W	B	H	Youth Age 18 - 19	Youth Age 20 - 24
1	X			X	X	X				
2		X		X			X		X	
3		X					X			X
4		X		X	X			X		X
5	X					X				
6	X			X	X		X			
7	X			X	X	X				
Totals	4	3		5	4	3	3	1	1	2

	EMA HIV/AIDS prevalence as of 12/31/10*		PC Members as of 09/01/11		Non-Aligned Consumers on PC	
Race/Ethnicity	No.	%	No.	%	No.	%
White, not Hispanic	5,605	26.85%	7	19.44%	4	25.00%
Black, not Hispanic	10,225	48.98%	19	52.78%	8	50.00%
Hispanic	4,712	22.57%	10	27.78%	4	25.00%
Other	333	01.60%	0	00.00%	0	0.00%
Total*	20,875	100%	36	100%	16	100%
Gender	Number	Percentage	No.	%	No.	%
Male	15,413	73.83%	21	58.33%	11	68.75%
Female	5,462	26.17%	15	41.67%	5	31.25%
Total*	20,875	100%	36	100%	16	100%

*Data are estimated cases adjusted for reporting delay. The sum total of estimates for each category may not match the EMA totals due to rounding.

2019 Project LEAP Student Selection Guidelines

The following guidelines will be used by the Office of Support to select students for the 2019 Project LEAP cohort. They are presented in order of priority:

1. As outlined in the 2019 Service Definition for Project LEAP:
 - a. The Office of Support shall enroll 20 to 30 persons who are living with HIV prior to the commencement of the training program. No more than 10 affected individuals are to be included in the training program. Preference will be given to non-aligned (non-conflicted) consumers of Ryan White HIV Program services in the Houston EMA and high risk applicants.
 - b. Selected students shall be representative of the demographics of current HIV prevalence in the Houston EMA, with particular attention to sex, race/ethnicity, and the special populations of young adults (age 18 - 24) and people who are transgender and/or gender non-conforming.
2. Not be a prior Project LEAP graduate.
 - a. If the applicant is a prior LEAP graduate, they may be selected for the 2019 cohort if they have not been appointed to the Planning Council following LEAP participation and if space in the class is available.
3. Be available for the 2019 Project LEAP class schedule.
4. Have the ability to commit to Project LEAP expectations in regards to class participation, activities, and homework assignments.
5. Demonstrate an interest in planning HIV services in the Houston EMA. Students should have an understanding of the expected roles of Project LEAP graduates in local HIV prevention and care services planning.
6. Demonstrate an interest in volunteerism, advocacy, and other types of community involvement. If possible, have a history of past volunteerism, advocacy, and/or community involvement.
7. Demonstrated interpersonal skills consistent with successful participation in Project LEAP, such as ability/willingness to work in a team, effective communication skills, etc.

DRAFT
Houston Area HIV Services Ryan White Planning Council
Timeline of Critical 2019 Council Activities

(Revised 01-29-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location.
The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

General Information: The following is a list of significant activities regarding the 2019 Houston Ryan White Planning Council. Consumers, providers and members of the general public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or review meeting agendas and support documents, please contact the Office of Support at 832 927-7926 or visit our website at: www.rwpchouston.org.

Routinely, the Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.

Thurs. Jan. 24 Council Orientation. 2019 Committee meeting dates will be established at this meeting.

Thurs. Feb. 7 12 noon. First Steering Committee meeting for the 2019 planning year.

Tues. Feb. 5 10:00 am. Orientation for new 2019 External Committee Members.

Thurs. Feb. 14 12 noon. First Council meeting for the 2019 planning year.

Mon. Feb. 18	5:00 pm. Deadline for submitting Proposed Idea Forms to the Office of Support. The Council is currently funding, or recommending funding, for 17 of the 28 allowable HRSA service categories. The Idea Form is used to ask the Council to make a change to a funded service or reconsider funding a service that is not currently being funded in the Greater Houston area with Ryan White Part A, Part B or State Services dollars. The form requires documentation for why dollars should be used to fund a particular service and why it is not a duplication of a service already being offered through another funding source. Anyone can submit a Idea Form. Please contact the Office of Support at 832 927-7926 to request a copy of the required forms
--------------	--

Thurs. Feb. 28 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2019 unspent funds, FY 2020 priority setting process** and more.

March Date and time TBD. EIIHA Workgroup meeting.

Friday, March 1 5 pm Deadline for submitting a Project LEAP application form. See April 3 for description of Project LEAP. Call 832 927-7926 for an application form.

Mon. March 25 1:30 pm. **Consumer Training** on the How to Best Meet the Need process.

March 19	2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the FY 2020 service categories for Part A, Part B and <i>State Services</i> funding.
----------	--

Wed. April 3 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals living with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area. To apply, call 832 927-7926.

(Continued)

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2019 Council Activities

(Revised 01-29-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location.
The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

Thurs. April 4 12 noon. Steering Committee meets.

Thurs. April 11 12 noon. Planning Council meets.

1:30 – 4:30 pm. **Council and Community Training for the How to Best Meet the Need process.** Those encouraged to attend are community members as well as individuals from the Quality Improvement, Priority & Allocations and Affected Community Committees. Call 832 927-7926 for confirmation and additional information.

Tentative: Workgroups for proposed ideas. Times TBD.
April 16, 17 &/or 18

Week of April 22-26 **How To Best Meet the Need Workgroups #1 and #2** at which the following services for FY 2020 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management & Service Linkage – Adult, Rural and Pediatric)
- Clinical Case Management
- Referral for Health Care and Support Services
- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Mental Health
- Substance Abuse Treatment/Counseling
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Non-Medical Case Management (Substance Use)
- Oral Health – Untargeted & Rural
- Vision Care

Call 832 927-7926 for meeting dates and times and to receive meeting packets.

3:00 pm – 5:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

- Early Intervention Services
- Home & Community-based Health Services (Adult Day Treatment)
- Hospice
- Linguistic Services
- Transportation (van-based-Untargeted & Rural)

Call 832 927-7926 for confirmation and additional information.

Thurs. April 25 12 noon. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

Mon. May 6 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 18 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

(Continued)

DRAFT
Houston Area HIV Services Ryan White Planning Council
Timeline of Critical 2019 Council Activities

(Revised 01-29-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location.
The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

Tues. May 14	12 noon. How to Best Meet the Need Workgroup meets for recommendations on the Blue Book . The Operations Committee reviews the FY 2020 Council Support Budget.
Tues. May 14	2:00 pm. Quality Improvement Committee meets to approve the FY 2020 How to Best Meet the Need results and review subcategory allocation requests . Draft copies are forwarded to the Priority & Allocations Committee.
Mon. May 20	7:00 pm., Public Hearing on the FY 2020 How To Best Meet the Need results .
Tues. May 21	Time TBD. Special Quality Improvement Committee meeting to review public comments regarding FY 2020 How To Best Meet the Need results .
Thurs. May 23	12 noon. Priority & Allocations Committee meets to recommend the FY 2020 service priorities for Ryan White Parts A and B and <i>State Services</i> funding.
Thurs. June 6	12 noon. Steering Committee meets to approve the FY 2020 How to Best Meet the Need results .
Thurs. June 13	12 noon. Council approves the FY 2020 How to Best Meet the Need results . Project LEAP students present the results of their special projects to the Council, hence the meeting may be at an off-site location.
Week of June 17-21	Dates and times TBD. Special Priority & Allocations Committee meetings to draft the FY 2020 allocations for RW Part A and B and State Services funding .
Tues. June 18	2:00 pm. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.
Thurs. June 27	12 noon. Priority & Allocations Committee meets to approve the FY 2020 allocations for RW Part A and B and State Services funding .
Mon. July 1	7 pm. Public Hearing on the FY 2020 service priorities and allocations .
Tues. July 2	Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the FY 2020 service priorities and allocations .
July/Aug.	Workgroup meets to complete the proposed FY 2020 EIIHA Plan .
Wed. July 3	12 noon. Steering Committee approves the FY 2020 service priorities and allocations .
Thurs. July 11	12 noon. Council approves the FY 2020 service priorities and allocations .

(continued)

DRAFT
Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2019 Council Activities

(Revised 01-29-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location.
The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

Thurs. July 25	12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the FY 2020 priority & allocations . They also allocate FY 2019 carryover funds . (<u>Allocate even though dollar amount will not be avail. until Aug.</u>)
Thurs. Aug. 1	12 noon. ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – THIS STEERING COMMITTEE MEETING IS THE LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2020 GRANT . (Mail out date for the August Steering Committee meeting is July 25, 2019.)
Mon. Aug. 19	1:30 pm. Consumer Training on Standards of Care and Performance Measures.
Mon. Sept. 9	5:00 pm. Deadline for submitting Proposed Idea Forms to the Office of Support. (See February 18 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.
Tues. Sept. 17	2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
Mon. Sept. 23	1:30 pm. Consumer-Only Workgroup meeting to review FY 2020 Standards of Care and Performance Measures.
Tues. Oct. 15	12 noon. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
October or November	Date & time TBD. Community Workgroup meeting to review FY 2020 Standards of Care & Performance Measures for all service categories.
Thurs. Oct. 24	12 noon. Priority & Allocations Committee meets to allocate FY 2019 unspent funds.
November	Date & time TBD. Review the evaluation of 2019 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2020 Project LEAP.
November	The Resource Group contacts all stakeholders to see if changes need to be made to the Ryan White Part B/State Services Letter of Agreement.
Thurs. Nov. 14	12 noon. Council recognizes all external committee members.
Tues. Nov. 12	9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
Sun. Dec. 1	World AIDS Day.
Thurs. Dec. 12	12 noon. Election of Officers for the 2020 Ryan White Planning Council.

2019 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/29/19)

AFFECTED COMMUNITY

Meetings are on the second Mondays following Council starting at 1:30 pm.

February 25	July 22
March 19*	August 19
March 25	September 23
April no meeting	October 21
May 20	November 25
June 24	December no mtg

COMPREHENSIVE HIV PLANNING

Meetings are on the second Thursdays starting at 2:00 pm:

February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12
July 11	

OPERATIONS

Meetings are on the Tuesdays following Council starting at 12 pm:

February 19	August 13
March 19	September 17
April 16	October 15
May 14	November 19
June 18	December no mtg
July 16	

PLANNING COUNCIL

Meetings are the second Thursday of the month starting at 12 noon:

February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12
July 11	

PRIORITY & ALLOCATIONS

Meetings are on the fourth Thursday of the month at 12 pm:

February 28	July 25
March 19*	August 22
March 28	September 26
April 25	October 24
May 23	November no mtg
June 27	December no mtg

QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 2:00 pm:

February 22 (<i>Friday</i>)	August 13
March 19*	September 17
April 16	October 15
May 14	November 19
June 18	December no mtg
July 16	

STEERING

Meetings are on the first Thursday of the month starting at 12 noon:

February 7	August 1
March 7	September 5
April 4	October 3
May 2	November 7
June 6	December 5
July 3 (<i>Wednesday</i>)	

***Joint meeting of the Affected Community, Priority and Allocations and Quality Improvement Committees.**

**** Time to be announced**

BOLD = Special meeting date, time or place

Houston Area HIV Services Ryan White Planning Council
Office of Support
2223 West Loop South, Suite 240, Houston, Texas 77027
832 927-7926 telephone; 713 572-3740 fax

MEMORANDUM

To: Members, Ryan White Planning Council
External Members, Ryan White Committees

Copy: Carin Martin

From: Tori Williams, Director, Office of Support

Date: January 24, 2019

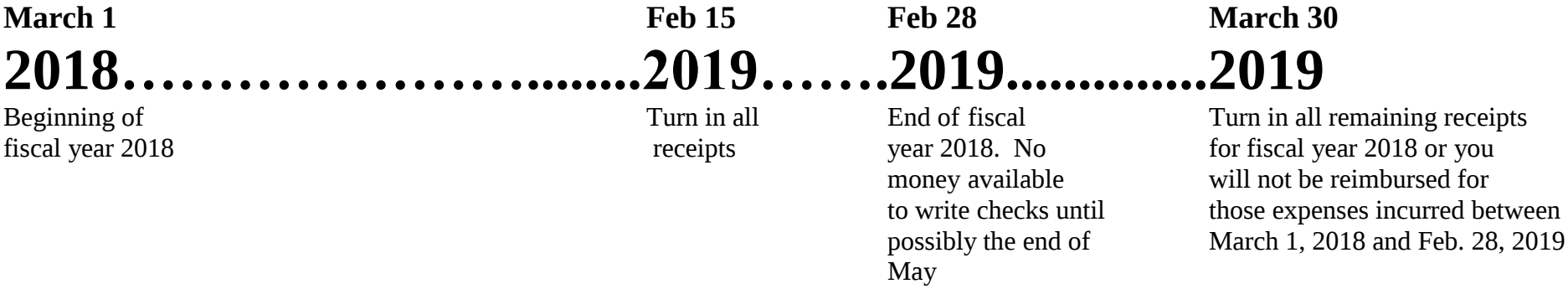
Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 28, 2019. Due to procedures in the Harris County Auditor's Office, it is important that all volunteers are aware of the following end-of-year procedures:

- 1.) Council and External Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 15, 2019.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2019 **will not be reimbursed at all if they are turned in after March 30, 2019.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2019. This means that volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2019 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2019.

We apologize for this significant inconvenience. Please call Tori Williams at the number listed above if you have questions or concerns about how these procedures will affect you personally.

(OVER FOR TIMELINE)



FYI

Florida's 'Test And Treat' Program Helps People Get Immediate Care

A revolutionary new program implemented by the Florida Department of Health will enable people to get on medication the same day they are diagnosed with HIV.

By Desirée Guerrero
MAY 11 2017 6:17 AM EDT

67 shares



As many as 30 percent of people living with HIV in the U.S. do not return to the doctor to start receiving care after their initial diagnosis, according to research **by the CDC**. Many factors could be the reason for this — things like a lack of health coverage, or emotional issues like fear, denial, or lack of a support system. But a new program in Broward County, Florida, aims to cut through the red tape and help close this gap by getting on treatment the very same day they are diagnosed.

“We want to close the loop and take that patient right over to be linked to care and get started on medication the same day,” Dr. Deberenia Allen told **CBS Miami**, who is the director for Memorial’s Rapid HIV Testing program in Dania, FL.

The program, called “Test And Treat,” was put forth by Florida’s Department of Health in **Broward County**, in partnership with the Ryan White Part A program. With Test And Treat, which began on May 1st, FDOH-Broward staffers can meet up with an individual who has just been diagnosed, and will actually go with them to a physician for a follow-up exam. They will then accompany them to a pharmacy for a 30-day supply of medication. The staffer will also request that the individual take their first pill that day. Even if they do not have health coverage, the individual will still receive the medication through the federally funded Ryan White program.

And the program is not just for the newly diagnosed. Test And Treat also aims to get people back on care after a long gap, or to get them on treatment if they never went back to the doctor after their initial diagnosis. The program eliminates many issues which often prevent people from getting care, such as long waits for follow-up test and doctor’s appointments.

The program also aims to be very effective in using the treatment-as-prevention (TasP) method. Getting an individual immediately on antiretroviral medication is beneficial in many ways. The sooner they start taking their meds, the more easily the virus is suppressed in the body — which not only reduces their chances of developing AIDS, but will increase their chances of becoming “undetectable.” This means one’s viral load has reached undetectable levels, which means there is then an almost zero chance of transmitting the virus. It’s also proven that people who start treatment immediately have a much higher chance of staying on treatment.

US government developing virtual reality simulation for young gay men

By Dan Tracer January 2, 2019 at 1:01pm

The National Institutes of Health is developing a virtual reality experience to help young gay men who've contracted HIV disclose their status to future sex partners.

"Tough Talks" allows users to practice what can be a difficult and necessary conversation — how to tell someone you may not know very well that you're HIV-positive prior to having sex.

In the simulation, characters are able to exhibit and roleplay various emotional states like "anger, fear, rejection, blame, ignorance, curiosity, confusion, support, concern, sympathy, empathy, acceptance, [and] love."

Users are able to practice several scenarios of communication with casual or primary sex partners.

The Georgia-based Tech training company Virtually Better, Inc., along with the University of North Carolina at Chapel Hill and the University of Southern California Institute for Creative Technologies, are creating the simulation in the hopes of opening up pathways of communication.

According to the grant that led to developing the project, 67% of young gay men not adequately disclose their HIV status to first-time partners.

"Given the potential benefits and challenges associated with disclosure, there is a need for sophisticated interventions that can assist [men who have sex with men] MSM, with the disclosure process," the grant reads. "Virtual reality provides a unique environment for users to practice HIV disclosure."

Starting in 2014 under the Obama administration, researchers recruited young men through Craigslist, Grindr and Facebook.

The results of the study were published in July 2018 in a paper titled 'I Didn't Tell You Sooner Because I Didn't Know How to Handle It Myself' and look promising, with participants reporting the simulation helpful.

The project will continue through May 2020.