

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2018 Council Activities**

(Revised 02-22-18)

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: 713 572-3724.

**General Information:** The following is a list of significant activities regarding the 2018 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 meeting packets, please contact the Office of Support at 713 572-3724 or visit our website at: [www.rwpchouston.org](http://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. 25            Council Orientation.
- Thurs. Feb. 1            12 noon. First Steering Committee meeting for the 2018 planning year.
- Mon. Feb. 26            10:00 am. Orientation for new 2018 External Committee Members.
- Thurs. Feb. 8            12 noon. First Council meeting for the 2018 planning year.
- Mon. Feb. 12            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 Proposed 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 Proposed Idea Form. Please contact the Office of Support at 713 572-3724 to request a copy of the required forms
- Feb. 22                    11:30 am. Priority & Allocations Committee meets to approve the **policy on allocating FY 2018 unspent funds, FY 2019 priority setting process** and more.
- March                     EIIHA Workgroup meeting.
- Thurs., March 1            5 pm Deadline for submitting a Project LEAP application form. See April 4 for description of Project LEAP. Call 713 572-3724 for an application form.
- March 12                 12 noon. **Consumer Training** on the How to Best Meet the Need process.
- March 13                 2 pm Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2019 service categories** for Part A, Part B and *State Services* funding.
- Wed. April 4             **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.

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Thurs. April 5 12 noon. Steering Committee meets.

Thurs. April 12 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 713 572-3724 for confirmation and additional information.

Tentative: April 16 and/or 18 Workgroups for proposed ideas, as well as Outreach and Referral for Health Care and Support Services.

Tues. April 24 10:30 am – 4:00 pm. **How To Best Meet the Need Workgroups #1 and #2** at which the following services for FY19 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
- 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)
- Oral Health – Untargeted & Rural
- Vision Care

Call 713 572-3724 for confirmation and additional information.

Wed. April 25 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 713 572-3724 for confirmation and additional information.

April 26 11:30 am. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

Mon. May 7 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 12 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.

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May 22 10 am. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2019 Council Support Budget.

May 15 2 pm. Quality Improvement Committee meets to approve the **FY 2019 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.

**Mon. May 21 7:00 pm., Public Hearing on the FY 2019 How To Best Meet the Need results.**

Tues. May 22 10:00 am. Special Quality Improvement Committee meeting to review public comments regarding **FY 2019 How To Best Meet the Need results**.

May 24 11:30 am. Priority & Allocations Committee meets to recommend the **FY 2019 service priorities** for Ryan White Parts A and B and *State Services* funding.

Thurs. June 7 12 noon. Steering Committee meets to approve the **FY 2019 How to Best Meet the Need results**.

**Thurs. June 14** 12 noon. Council approves the **FY 2019 How to Best Meet the Need results**. **Project LEAP students present the results of their needs assessment to the Council, hence the meeting may be at an off-site location.**

**June 15, 18 & 19** 11 am – 4 pm. Special Priority & Allocations Committee meetings to draft the **FY 2019 allocations for RW Part A and B and State Services funding**.

June 19 2 pm. Quality Improvement Committee reviews the results of the assessment of the administrative mechanism and hosts Standards of Care training.

**Wed. June 27** 11:30 am. Priority & Allocations Committee meets to approve the **FY 2019 allocations for RW Part A and B and State Services funding**. LEAP students will be in attendance.

**Mon. July 2 7 pm. Public Hearing on the FY 2019 service priorities and allocations.**

Tues. July 3 10 am. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2019 service priorities and allocations**.

July/Aug. Workgroup meets to complete the proposed **FY 2019 EIIHA Plan**.

Thurs. July 5 12 noon. Steering Committee approves the **FY 2019 service priorities and allocations**.

Thurs. July 12 12 noon. Council approves the **FY 2019 service priorities and allocations**.

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- July 26 11:30 am. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2019 priority & allocations**. They also allocate **FY 2018 carryover funds**. (**Allocate even though dollar amount will not be avail. until Aug.**)
- Thurs. Aug. 2 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 2019 GRANT**. (Mail out date for the August Steering Committee meeting is July 26, 2018.)
- Aug. 13 **Consumer Training** on Standards of Care and Performance Measures.
- Mon. Sept. 10 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 12 for a description of this process.) Please contact the Office of Support at 713 572-3724 to request a copy of the required forms.
- Sept. 17 **Consumer-Only Workgroup** meeting to review FY 2019 Standards of Care and Performance Measures.
- Sept. 18 2 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Oct. 16 10 am. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
- October or November Community Workgroup meeting to review **FY 2019 Standards of Care & Performance Measures** for all service categories.
- Oct. 25 11:30 am. Priority & Allocations Committee meets to allocate FY 2018 unspent funds.
- Nov/Dec/Jan. Review the evaluation of 2018 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2019 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. 8 12 noon. Council recognizes all external committee members.
- Tues. Nov. 13 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Sat. Dec. 1 **World AIDS Day**.
- Dec. 6 12 noon. Due to a national meeting, the date for the December Council meeting will be earlier than usual. **2019 Council officers** will be elected at the meeting.