

**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](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. 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 *State Services* 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.

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

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.

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- 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 *State Services* 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**.

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- 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**. (**Allocate even though dollar amount will not be avail. until Aug.**)
- 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.