

Dear Ryan White Planning Council Members, Affiliate Members and Community Members,

*****CAREFULLY read the information below. Please do not come in person for the meeting*****

Please note that the annual How to Best Meet the Need (HTBMN) process will take place in April **online through Zoom**. Zoom is a FREE meeting program for use on any smartphone, PC, Mac, or Tablet. You can also join the meetings by telephone. See below for detailed instructions on how to join the meetings.

HTBMN Workgroup #1: 10:30 a.m., Tuesday, April 21st

Services to be reviewed include Primary Medical Care, Case Management Services (Medical, Clinical and Service Linkage), Referral for Health Care and Support Services, and Vision.

HTBMN Workgroup #2: 1:30 p.m., Tuesday, April 21st

Services to be reviewed include Health Insurance Premium & Co-Pay Assistance, Medical Nutritional Therapy & Supplements, Mental Health, Oral Health, Substance Use Treatment, Non-Medical Case Management at Substance Use Sites.

HTBMN Workgroup #3: 1:30 p.m., Wednesday, April 22nd

Services to be reviewed include Early Intervention Services for the Incarcerated, Home and Community-Based Health Services (Adult Day Treatment), Hospice, Linguistics, and Transportation.

Zoom Meeting ID: 382 959 596

To join via phone: (346) 248-7799

Information packets for each meeting are posted on our website calendar: www.rwpcHouston.org. Please take a moment to contact Rod Avila (Rodriga.Avila@cjo.hctx.net) or by phone at 832-927-7926 to RSVP for the April online/phone training and workgroup meetings.

How to join the meeting via Zoom:

Instructions for computer users:

- Click on the Zoom link <https://zoom.us/j/382959596>
- You may be prompted to download a small software package to access the meeting. This is safe and takes just a couple minutes. Once the download is complete, you will be taken to the meeting.

Instructions for smartphone or tablet users:

- Go to your phone's app store (Google Play Store, Apple Store, etc.) and download the free app Zoom Cloud Meetings. After the app downloads, tap the Zoom icon to open it.
- Tap the "Join a Meeting" button, and enter this meeting ID number: [382 959 596](https://zoom.us/j/382959596)
- Enter your name and tap "Join Meeting" to be taken directly to the meeting.

How to join the meeting via telephone:

- Call (346) 248-7799.
- When prompted enter the meeting ID number: [382 959 596](https://zoom.us/j/382959596), then #.

If you have never used Zoom before, please do not hesitate to contact Amber.Harbolt@cjo.hctx.net. She is happy to set a time a day or two before the meeting to walk you through set up and do a test run with you.

We appreciate your patience as we all adjust to new norms, and thank you for your willingness to try new ways of meeting!