

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2021 Council Activities

(Revised 01-28-21)

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 2021 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 at 12 noon on the first Thursday of the month. The Council meets 12 noon on the second Thursday of the month.

- Thurs. Jan. 21 Council Orientation. 2021 Committee meeting dates will be established at this meeting.
- Thurs. Feb. 4 12 noon. First Steering Committee meeting for the 2021 planning year.
- Tues. Feb. 9 11 am, Orientation for new 2021 Affiliate Committee Members.
- Thurs. Feb. 11 12 noon. First Council meeting for the 2021 planning year.

Mon. Feb. 15 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 an Idea Form. Contact the Office of Support at 832 927-7926 to request required forms.

Thurs. Feb. 25 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2021 unspent funds, FY 2022 priority setting process** and more.

TBD in March EIIHA Workgroup meeting.

Tues. March 16 1:00 pm. Joint meeting of the Quality Improvement (QI), Priority & Allocations (P&A) and Affected Community Committees to determine the criteria to be used to select the **FY 2022 service categories** for Part A, Part B and *State Services* funding.

Mon. March 15 **Consumer Training** on the How to Best Meet the Need process.

Thurs. April 1 12 noon. Steering Committee meets.

Thurs. April 8 12 noon. Planning Council meets.

1:30 – 4:30 pm. **Training for the How to Best Meet the Need process.** Those encouraged to attend are community members as well as members of the Quality Improvement, Priority & Allocations and Affected Community Committees. Call for confirmation and additional info.

Mon. April 12 10 am – 5 pm, Special workgroup meetings. Topics to be announced.

Tues. April 20 10:30 am. **How To Best Meet the Need Workgroup #1** at which the following services for FY 2022 will be reviewed: Ambulatory/Outpatient Medical Care (includes Emergency Financial Assistance – Pharmacy Assistance, Local Pharmacy Assistance, Medical Case Mgmt, Outreach and Service Linkage) – Adult and Rural; Ambulatory/Outpatient Medical Care (includes Medical Case Mgmt and Service Linkage) – Pediatric; Referral for Health Care and Support Services; Clinical Case Management; Non-Medical Case Management (Service Linkage at Testing Sites); Vision Care.

1:30 pm. **How To Best Meet the Need Workgroup #2** at which the following services for FY 2021 will be reviewed: Health Insurance Premium & Co-pay Assistance; Medical Nutritional Therapy (incl. Nutritional Supplements); Mental Health; Substance Abuse Treatment; Non-Medical Case Management (Substance Use); Oral Health.

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Wed. April 21	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; Emergency Financial Assistance - Other; Home & Community-based Health Services (Adult Day Treatment); Hospice; Linguistics; Transportation Call 832 927-7926 for confirmation and additional information.
Thurs. April 22	12 noon. P&A meets to allocate Part A unspent funds .
Mon. May 3	5:00 pm. Deadline for submitting Proposed Idea Forms to the Office of Support. (See Feb 15 for a description of this process.)
Tues. May 18	11 am. How to Best Meet the Need Workgroup meets for recommendations on the Blue Book . The Operations Committee reviews the FY 2022 Council Support Budget.
Tues. May 18	1 pm. QI meets to approve the FY 2022 How to Best Meet the Need results and review subcategory allocation requests . Draft copies are forwarded to P&A.
Tues. May 25	7:00 pm., Public Hearing on the FY 2022 How To Best Meet the Need results.
Wed. May 26	Time TBD. Special QI meeting to review public comments regarding FY 2022 How To Best Meet the Need results .
Thurs. May 27	12 noon. P&A meets to recommend the FY 2022 service priorities for Ryan White Parts A and B and <i>State Services</i> funding.
Thurs. June 3	12 noon. Steering Committee meets to approve the FY 2022 How to Best Meet the Need results .
Thurs. June 10	12 noon. Council approves the FY 2022 How to Best Meet the Need results .
Week of June 14-18	Dates and times TBD. Special P&A meetings to draft the FY 2022 allocations for RW Part A and B and State Services funding .
In June or Aug.	1 pm. QI reviews the results of the Assessment of the Administrative Mechanism and hosts a Standards of Care training.
Thurs. June 24	12 noon. P&A meets to approve the FY 2022 allocations for RW Part A and B and State Services funding .
Mon. June 28	7 pm. Public Hearing on the FY 2022 service priorities and allocations .
Tues. June 29	Time TBD. Special meeting of the P&A to review public comments regarding the FY 2022 service priorities and allocations .
July/Aug.	Workgroup meets to complete the proposed FY 2022 EIIHA Plan .
Thurs. July 1	12 noon. Steering Committee approves the FY 2022 service priorities and allocations .
Thurs. July 8	12 noon. Council approves the FY 2022 service priorities and allocations .
Fri. July 9	5 pm. Deadline for submitting a Project LEAP application form. See July 28 for description of Project LEAP. Call 832 927-7926 for an application form.
Thurs. July 22	12 noon. If necessary, the P&A meets to address problems Council sends back regarding the FY 2022 priority & allocations . They also allocate FY 2020 carryover funds . (Allocate even though dollar amount will not be avail. until Aug.)
Wed. July 28	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.
Thurs. Aug. 5	12 noon. Steering Committee meets. ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – IS THE LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2022 GRANT . (Mail out for this meeting is July 22, 2021)
TBD in Aug.	Time TBD. Consumer Training on Standards of Care and Performance Measures.
Fri. Sept. 3	5:00 pm. Deadline for submitting Proposed Idea Forms to the Office of Support. (See Feb 15 for a description of this process.)

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Tues, Sept. 14	1 pm. Joint meeting of the QI, P&A and all Committees to review data reports and suggest changes.
TBD in Sept.	Time TBD. Consumer-Only Workgroup meeting to review FY 2022 Standards of Care and Performance Measures.
Tues, Oct. 19	11 am. Operations Committee meets to review and possibly update the Memorandum of Understanding between all Part A stakeholders and the Letter of Agreement between Part B stakeholders.
October or November	Date & time TBD. Community Workgroup meeting to review FY 2022 Standards of Care & Performance Measures for all service categories.
Thurs. Oct. 28	12 noon. P&A meets to allocate FY 2022 unspent funds.
Tues. Nov. 9 or 30	9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
Thurs. Nov. 11	12 noon. Council recognizes all Affiliate Committee Members.
Wed. Dec. 1	World AIDS Day.
Thurs. Dec. 9	12 noon. Election of Officers for the 2022 Ryan White Planning Council.