

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2022 Council Activities

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 check our website: <http://rwpchouston.org> or call the Office of Support: 832 927-7926 to confirm details regarding a particular meeting.

General Information: The following is a list of significant activities regarding the 2022 Houston Ryan White Planning Council. Consumers, providers and members of the 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 832 927-7926 or visit our website at: <http://rwpchouston.org>.

All Ryan White Council and Committee meetings will be held virtually January through March 2022, possibly in the Spring as well. Routinely, the Ryan White 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. 27 Annual Planning Council Orientation. 2022 committee meeting dates will be established at this meeting.

Thurs. Feb. 3 12 noon. First Steering Committee meeting for the 2022 planning year.

Feb. date TBD 10 am. Orientation for new 2022 Affiliate Committee Members.

Thurs. Feb. 10 12 noon. First Council meeting for the 2022 planning year.

Tues. Feb. 15 5 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 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 that justifies why a particular service should be funded 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 the required forms.

Thurs. Feb. 24 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2022 unspent funds, FY 2023 priority setting process** and more.

March date TBD Early Identification of Individuals with HIV/AIDS (EIIHA) Workgroup meeting.

Tues. March 15 2:00 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 2023 service categories** for Part A, Part B and *State Services* funding.

Mon. March 21 1:30 pm. **Consumer Training** on the How to Best Meet the Need process.

Thurs. April 7 12 noon. Steering Committee meets.

Thurs. April 14 12 noon. Planning Council meets.

1:30 – 4:30 pm **Council and Community Training for the How to Best Meet the Need (HTBMN) process.** Those encouraged to attend are community members as well as members of the QI, P&A and Affected Community committees. Call 832 927-7926 for confirmation and additional information.

Mon. April 18 10 am – 5 pm, Special workgroup meetings. Topics to be announced.

April 19 - 27 **FY 2023 HTBMN workgroups will be scheduled to meet. Call 832 927-7926 for confirmation and to receive meeting packets. Meeting packets can also be downloaded from the website calendar.**

10:30 am. **Date to be announced. Workgroup #1** at which the following services will be reviewed:

- Ambulatory/Outpatient Medical Care – Adult and Rural (including Emergency Financial Assistance – Pharmacy Assistance, Local Pharmacy Assistance, Medical Case Management, Outreach and Service Linkage)
- Ambulatory/Outpatient Medical Care – Pediatric (including Medical Case Management and Service Linkage)
- Referral for Health Care and Support Services

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- Clinical Case Management
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Vision Care

1:30 pm. **Date to be announced.** **Workgroup #2** at which the following services will be reviewed:

- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Mental Health
- Substance Abuse Treatment/Counseling
- Non-Medical Case Management (for substance use disorders)
- Oral Health – Untargeted and Rural

3 pm. **Date to be announced.** **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
- Linguistic Services
- Transportation (van-based - Untargeted and Rural)

Thurs. April 28 12 noon. P&A Committee meets to allocate **Part A unspent funds.**

Mon. May 2 5 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. See February 15 for a description of this process. Contact the Office of Support: 832 927-7926 to request the required forms.

Tues. May 17 11 am. **HTBMN Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2023 Council Support Budget.

Tues. May 17 2 pm. QI Committee meets to approve the **FY 2023 HTBMN results** and review **subcategory allocation requests**. Draft copies are forwarded to the P&A Committee.

Tues. May 24 7 pm., Public Hearing on the **FY 2023 HTBMN results.**

Wed. May 25 Time TBD. Special QI Committee meeting to review public comments regarding **FY 2023 HTBMN results.**

Thurs. May 26 12 noon. P&A Committee meets to recommend the **FY 2023 service priorities** for Ryan White Parts A and B and **State Services** funding.

Thurs. June 2 12 noon. Steering Committee meets to approve the **FY 2023 HTBMN results.**

Thurs. June 9 12 noon. Council approves the **FY 2023 HTBMN results.**

Week of June 13-16 Dates and times TBD. Special P&A Committee meetings to draft the **FY 2023 allocations for RW Part A and B and State Services** funding.

June 12 or Aug. 16 2 pm. QI Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.

Thurs. June 23 12 noon. P&A Committee meets to approve the **FY 2023 allocations for RW Part A and B and State Services** funding.

Mon. June 27 7 pm. Public Hearing on the **FY 2023 service priorities and allocations.**

Tues. June 28 Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2023 service priorities and allocations.**

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July/Aug.	Workgroup meets to complete the proposed FY 2023 EIIHA Plan.
Thurs. July 7	12 noon. Steering Committee approves the FY 2023 service priorities and allocations.
Thurs. July 14	12 noon. Council approves the FY 2023 service priorities and allocations.
Fri. July 15	5 pm. Deadline for submitting a Project LEAP application form. See July 27 for description of Project LEAP. Call 832 927-7926 or go to the website to apply online.
Thurs. July 28	12 noon. If necessary, the P&A Committee meets to address problems Council sends back regarding the FY 2023 priority & allocations. They also allocate FY 2021 carryover funds (<u>dollar amount will not be available until August</u>).
Wed. July 27	Project LEAP classes begin. Project LEAP is a free 17-week training course for individuals living with or 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 or go to the website to apply online.
Thurs. Aug. 4	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 2023 GRANT. (Mail out date for the August Steering Committee meeting is July 28, 2022.)
Mon. Aug. 22	1:30 pm. Consumer Training on Standards of Care and Performance Measures.
Fri. Sept. 2	5 pm. Deadline for submitting Proposed Idea Forms to the Office of Support. (See February 15 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. 13	2 pm. Joint meeting of the QI, P&A and all committees to review data reports and suggest changes.
Mon. Sept. 19	1:30 pm. Consumer-Only Workgroup meeting to review FY 2023 Standards of Care and Performance Measures.
Tues. Oct. 18	11 am. Operations Committee reviews the Memorandum of Understanding between all Part A stakeholders & Letter of Agreement between Part B stakeholders.
October or November	Date & time TBD. Community Workgroup meeting to review FY 2023 Standards of Care & Performance Measures for all service categories.
Thurs. Oct. 27	12 noon. P&A Committee meets to allocate FY 2022 unspent funds.
Tues. Nov. 15 or 29	10 am. Commissioners Court to receive the World AIDS Day Resolution.
Thurs. Nov. 10	12 noon. Council recognizes Affiliate Committee Members.
Thurs. Dec. 1	World AIDS Day.
Thurs. Dec. 8	12 noon. Election of Officers for the 2023 Ryan White Planning Council.