

DRAFT

Houston Area HIV Services Ryan White Planning Council

Timeline of Critical 2023 Council Activities

(Revised 01-30-23)

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

General Information: The following is a list of significant activities regarding the 2023 Houston Ryan White Planning Council. People living with HIV, 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 in January 2023, possibly via hybrid format after January. 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.

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| Thurs. Jan. 26 | Council Orientation. 2023 Committee meeting dates will be established at this meeting. |
| Thurs. Feb. 2 | 12 noon. First Steering Committee meeting for the 2023 planning year. |
| Feb. date TBD | 10 am, Orientation for new 2023 Affiliate Committee Members. |
| Feb. dates TBD | Integrated Plan: Quality of Life workgroup, Evaluation workgroup, HIV Education Coalition and HIV Data Committee meet to create timelines and organize their 2023 work products. |
| Thurs. Feb. 9 | 12 noon. First Council meeting for the 2023 planning year. |

Tues. Feb. 14	5:00 pm. Deadline for submitting Proposed Idea Forms to the Office of Support. The Council is currently funding 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 funds. 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 forms.
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| Thurs. Feb. 23 | 12 noon. Priority & Allocations Committee meets to approve the policy on allocating FY 2023 unspent funds, FY 2024 priority setting process and more. |
| March dates TBD | EIIHA Workgroup and the Project LEAP/Proyecto VIDA Advisory Committee meet. |
| Tues. March 14 | Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the FY 2024 service categories for Part A, Part B, MAI and <i>State Services</i> funding. |
| Mon. March 20 | Consumer Training on the How to Best Meet the Need process. |
| Thurs. April 6 | 12 noon. Steering Committee meets. |

Thurs. April 13	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.
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Mon. April 17 10 am – 5 pm, Special workgroup meetings. Topics to be announced.

April 18 - 26

The following workgroups will be scheduled to meet. Call 832 927-7926 for confirmation and to receive meeting packets.

10:30 am. **Date to be announced.** **How To Best Meet the Need Workgroup #1** at which the following services for FY 2024 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance – Pharmacy Assistance, Local Pharmacy Assistance, Medical Case Management, Outreach and Service Linkage – Adult and Rural)
- Ambulatory/Outpatient Medical Care (including Medical Case Management 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. **Date to be announced.** **How To Best Meet the Need Workgroup #2** at which the following services for FY 2024 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 (Substance Use)
- Oral Health – Untargeted & Rural

3:00 pm – 5:00 pm. **Date to be announced.** **How To Best Meet the Need Workgroup #3** at which the following services for FY 2024 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 & Rural)

Thurs. April 27 12 noon. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

Mon. May 1 5:00 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. May 16 **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book.** The Operations Committee reviews the FY 2024 Council Support Budget.

Tues. May 16 Quality Improvement Committee meets to approve the **FY 2024 How to Best Meet the Need results** and review **subcategory allocation requests.** Draft copies are forwarded to the Priority & Allocations Committee.

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Tues. May 23	7:00 pm., Public Hearing on the FY 2024 How To Best Meet the Need results.
Wed. May 24	Time TBD. Special Quality Improvement Committee meeting to review public comments regarding FY 2024 How To Best Meet the Need results.
Thurs. May 25	12 noon. Priority & Allocations Committee meets to recommend the FY 2024 service priorities for Ryan White Parts A and B and <i>State Services</i> funding.
Thurs. June 1	12 noon. Steering Committee meets to approve the FY 2024 How to Best Meet the Need results.
Thurs. June 8	12 noon. Council approves the FY 2024 How to Best Meet the Need results.
Week of June 12-15	Dates and times TBD. Special Priority & Allocations Committee meetings to draft the FY 2024 allocations for RW Part A and B, MAI and State Services funding.
June or August	Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.
Thurs. June 22	12 noon. Priority & Allocations Committee meets to approve the FY 2024 allocations for RW Part A and B, MAI and State Services funding.
Mon. June 26	7 pm. Public Hearing on the FY 2024 service priorities and allocations.
Tues. June 27	Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the FY 2024 service priorities and allocations.
July/Aug.	Workgroup meets to complete the proposed FY 2024 EIIHA Plan.
Thurs. July 6	12 noon. Steering Committee approves the FY 2024 service priorities and allocations.
Thurs. July 13	12 noon. Council approves the FY 2024 service priorities and allocations.
Fri. July 14	5 pm. Deadline for submitting a Project LEAP application form. See July 26 for description of Project LEAP. Call 832 927-7926 for an application form.
Thurs. July 27	12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the FY 2024 priority & allocations. They also allocate FY 2022 carryover funds. (Allocate even though dollar amount will not be avail. until Aug.)
Wed. July 26	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.

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- Thurs. Aug. 3 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 2024 GRANT**. (Mail out date for the August Steering Committee meeting is July 27, 2023.)
- Mon. Aug. 21 **Consumer Training** on Standards of Care and Performance Measures.
- Fri. Sept. 1 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 14 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. 19 Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Mon. Sept. 25 **Consumer-Only Workgroup** meeting to review FY 2024 Standards of Care.
- Tues. Oct. 17 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 2024 Standards of Care** for all service categories.
- Thurs. Oct. 26 12 noon. Priority & Allocations Committee meets to allocate FY 2023 unspent funds.
- Nov. 1 10:00 am. Commissioners Court to receive the World AIDS Day Resolution.
- Thurs. Nov. 9 12 noon. Council recognizes all Affiliate Committee Members.
- Fri. Dec. 1 **World AIDS Day**.
- Thurs. Dec. 14 12 noon. Election of Officers for the 2024 Ryan White Planning Council.