

**Houston Area HIV Services Ryan White Planning Council**  
**Office of Support**  
**2223 West Loop South, Suite 240, Houston, Texas 77027**  
**832 927-7926 telephone; 713 572-3740 fax**  
[www.rwpchouston.org](http://www.rwpchouston.org)

**Memorandum**

To: Members, Affected Community Committee:  
Veronica Ardoin, Co-Chair *Ashley Barnes*  
Rodney Mills, Co-Chair *Ardry "Skeet" Boyle*  
Rosalind Belcher *Herman Finley*  
Enrique Chavez *Darryl McNeil*  
Tony Crawford *Cecilia Oshingbade*  
Johnny Deal *Lionel Pennamon*  
Ronnie Galley *Josefina "Josie" Rodriguez Jimenez*  
Gregory Hamilton *Edward Tate*  
Arlene Johnson *Kent Tillison*  
Melvin Joseph  
Holly McLean  
Allen Murray  
John Poole

Cc: Tana Pradia  
Amber Harbolt  
Carin Martin

From: Tori Williams, Director, Ryan White Office of Support

Date: Tuesday, March 17, 2020

Re: Meeting Cancellation

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Please note that the March 23, 2020 Affected Community Committee meeting has been **cancelled** due to the coronavirus. One of the important items on the agenda would have been the training for the How to Best Meet the Need process. Because of the meeting cancellation, we are enclosing a description of the process. If you are a new member and you have questions about the process, please call Tori on the conference line between 12 noon and 1 pm on Monday, March 23<sup>rd</sup>. Instructions for using the conference line are as follows:

Call this number: 832 927-8888.

When prompted, enter the following code: 5723724

If you are not available midday on March 23<sup>rd</sup>, send Tori a text to discuss a different time to talk. Tori can be reached on her cell phone at: 832 594-1929.

Soon, we will get back to you with instructions on how to participate in the How To Best Meet the Need process.

## **Steps to Participate in the 2020 Ryan White *How To Best Meet the Need* Process**

### **What is *How To Best Meet the Need*?**

It is defining the HRSA approved service categories so that they “best meet the needs” of our local community.

The Ryan White Planning Council is responsible for planning the organization and delivery of HIV services, specifically in the areas of outpatient medical care, case management and comprehensive treatment services. Each year, the Planning Council reviews and refines its service definitions in preparation for the next funding cycle which begins March 1<sup>st</sup> of the following year. The purpose of each workgroup is to review specific service category definitions and make recommendations as needed to improve service delivery and effectiveness.

### **In 2020:**

- Step 1: Sign up with Rod or Diane in the Office of Support to attend trainings on:
- The process used by the various workgroups - **12 noon, March 23th**
  - The documents used to justify changes made to service definitions - **1:30 pm, April 9th**
- Step 2: Determine the criteria to be used to select FY 2021 service categories. **2 pm, March 17th**
- Step 3: Pick up materials for the workgroups – **any time on or after April 9<sup>th</sup>**
- Step 4: Workgroups take place. At the workgroups, participants are invited to:
- Introduce themselves and state their conflict of interest
  - Staff explains their role in the process
  - The Administrative Agent provides general information
  - The Office of Support staff provides general information
  - Each service definition is discussed and recommended changes are made
  - The financial eligibility for the service is made
- Step 5: Workgroup recommendations are moved forward to the Quality Improvement Committee where additional changes can be made to the definitions. **2 pm, Tues. May 19th**
- Step 6: There is a Public Hearing where the service definitions are presented to the public. **7 pm, Tues., May 26th, City Annex, 900 Bagby St, downtown Houston.**
- Step 7: Service definitions and recommended changes move forward to the Steering Committee at **12 noon on June 4th**. Changes made to services are final only after the Council has approved the FY 2020 service definitions at **12 noon on June 11<sup>th</sup>**.

March 1, 2021: Changes made to FY 2021 service categories take effect.