

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
<http://rwpchouston.org>

Memorandum

To: Members, Affected Community Committee:
Diana Morgan, Co-Chair Caleb Brown
Rodney Mills, Co-Chair Tony Crawford
Servando Arellano Ryan Rose
Rosalind Belcher

Cc: Crystal R. Starr
Mauricia Chatman
Sha'Terra Johnson

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

Date: Friday, February 10, 2023

Re: Affected Community Committee Meeting Notice

We look forward to seeing you on Zoom at the next Affected Community Committee meeting. If a small number of people wish to attend in person, please call Rod to discuss seating availability. Meeting details are as follows:

Affected Community Committee Meeting
12 noon, Monday, February 20, 2023

Click on the following link to join the meeting:
<https://us02web.zoom.us/j/81032740414?pwd=V1hTMnltaklDanBDNU9XYkVkdllTZz09>
Meeting ID: 810 3274 0414
Passcode: 125162
Or, use your telephone to dial in: 346 248 7799

Please be sure to contact Rod to RSVP, even if you cannot attend. She can be reached at: Rodriga.Avila@harriscountytexas.gov or by telephone at 832 927-7926. We look forward to seeing you next Monday!

Houston Area HIV Services Ryan White Planning Council

Affected Community Committee Meeting

12 noon, Monday, February 20, 2023

Join us via Zoom, please do not come to the office in person.

<https://us02web.zoom.us/j/81032740414?pwd=V1hTMnltaKlDanBDNU9XYkVkdllTZz09>

Meeting ID: 810 3274 0414

Passcode: 125162

Or, use your telephone to dial in: 346 248 7799

AGENDA

- I. Call to Order Rodney Mills and
Diana Morgan, Co-Chairs
 - A. Welcome and Introductions
 - B. Announce who will be chairing the meeting
 - C. Moment of Reflection
 - D. Adoption of the Agenda
 - E. Approve the Minutes
 - F. Nuts & Bolts, Petty Cash & Open Meetings Act Tori Williams
 - G. Conflict of Interest Tori Williams
 - H. 2023 Monthly Meeting Date and Time Tori Williams

- II. Public Comment
(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a living person with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting.)

- III. New Business Tori Williams
 - A. Purpose of the Council, Public Hearings & Health Fairs
 - B. Purpose of the Committee
 - C. Committee Projects in 2023
 - D. Review 2023 Critical Timeline
 - E. Adopt 2023 Committee Goals

- IV. Old Business

 - A. Elect a Committee Vice-Chair – see cover memo

- V. Announcements

- VI. Adjourn

- VII. Optional: Members meet with committee mentor Johnny Deal

Houston Area HIV Services Ryan White Planning Council

Joint Meeting of the Affected Community & Project LEAP Advisory Committees

12:00 pm, Monday, October 24, 2022

Meeting Location: Zoom teleconference

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Rodney Mills, Co-Chair	Holly Renee McLean	Crystal Starr, RWPC Chair
Tony Crawford, Co-Chair	Veronica Ardoin	Reachelian Ellison, TRG
Johnny Deal	Rosalind Belcher	Mauricia Chatman, RWGA
Cecilia Ligons	Veria Steptoe	Tori Williams, Ofc of Support
Diana Morgan	Andrew Wilson	Rod Avila, Ofc of Support
Deborah Hurd	Ardry “Skeet” Boyle, excused	
	Ronnie Galley, excused	

Call to Order: Rodney Mills called the meeting to order at 12:07 p.m., and asked for a moment of reflection

Adoption of the Agenda: ***Motion #1:** it was moved and seconded (Deal, Crawford) to adopt the agenda with one new item: The Woodlands PRIDE Festival. **Motion carried.** Abstention: Crawford.*

Approval of the Minutes: ***Motion #2:** it was moved and seconded (Deal, Galley) to approve the September 19, 2022 minutes. **Motion carried.** Abstention: Hurd.*

The Woodlands PRIDE Festival: Six Ryan White volunteers attended The Woodlands PRIDE Festival to provide HIV information, such as Blue Books, U = U information and more. The table was popular and received many thanks from Festival attendees. It was suggested that volunteers stay in touch with the Festival organizers and participate again next year with more RW literature and resource lists.

Public Comment: None.

FY 2023 Ryan White Part A/Minority AIDS Initiative Standards of Care: Mauricia Chatman, Project Coordinator, Ryan White Grant Administration invited committee members to share comments they had regarding service delivery in the Ryan White care system and suggest ways in which services can be improved. Chatman took notes on the comments and will report back to the Affected Community and Quality Improvement Committees.

FY 2023-24 Ryan White Part B Standards of Care: Reachelian Ellison, a representative of The Resource Group, also collected information regarding the Ryan White Part B and State Services funded standards of care.

Announcements: none. Williams announced that the class of 2022 Project LEAP will have their graduation on November 16, 2022. Committee members signed-up to host the graduation event.

Adjourn: Motion#3: *it was moved and seconded (Deal, Crawford) to adjourn the meeting at 1:42 p.m. Motion carried unanimously.*

Submitted by:

Approved by:

Tori Williams, Director Date

Committee Chair Date



Nuts and Bolts for New Members

Staff will mail meeting packets a week in advance; if they do not arrive in a timely manner, please contact the Office of Support. Two email reminders will be sent and will include an electronic copy of the meeting packet.

Packets will have the date and time of the meeting on the cover memo and at the top of the agenda. At the beginning of 2023, meetings will be virtual or hybrid. If hybrid, the Zoom access information and the location of the meeting will be below the time and date on the cover memo and at the top of the agenda.

If the meeting is in-person, only committee members sit at the table and can vote at the meeting; staff and others sit in the audience.

Members may only vote on the minutes if they were present at the meeting.

Due to a new HRSA policy, announced on December 6, 2022, there will be changes to the petty cash policy in 2023. Until the Council has had an opportunity to discuss and transition to the new policy, consumers can request reimbursement for transportation to and from Ryan White Council and Committee meetings. Childcare expenses may also be reimbursed for members if this allows a consumer to attend a Council and/or Committee meeting. See the 2022 Petty Cash Policy for details.

Due to County budgeting policy, there may be no petty cash reimbursements in March and possibly April so save receipts and turn them into Rod for payment in April.

Be careful about stating personal health information in meetings as they are tape recorded and, due to the Open Meetings Act, are considered public record. The tapes must be available for anyone to listen to, including members of the media.

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MEMORANDUM

To: Members, Ryan White Planning Council
Affiliate Members, Ryan White Committees

Copy: Glenn Urbach

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

Date: January 26, 2023

Re: End of Year Petty Cash Procedures

The fiscal year for Ryan White Part A funding ends on February 28, 2023. Due to procedures in the Harris County Auditor's Office, it is important that all volunteers are aware of the following end-of-year procedures:

- 1.) Council and Affiliate Committee members must turn in all requests for petty cash reimbursements **at or before the end of the day on Friday, February 17, 2023.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2023 **will not be reimbursed at all if they are turned in after March 31, 2023.**

Please call Tori Williams at the number listed above if you have questions or concerns about how these procedures will affect you personally.

(OVER FOR TIMELINE)

March 1

2022.....

Beginning of
fiscal year 2022

Feb 17

2023.....

Turn in all
receipts

Feb 28

2023.....

End of fiscal
year 2022. Possibly
no money available
to write checks until
early April

March 31

2023

Turn in all remaining receipts
for fiscal year 2022 or you
will not be reimbursed for
those expenses incurred between
March 1, 2022 and Feb. 28, 2023



December 6, 2022

Dear Ryan White HIV/AIDS Program Part A Colleagues:

The community input process is a requirement in the Ryan White HIV/AIDS Program legislation and is implemented in the Ryan White HIV/AIDS Program (RWHAP) Part A as Planning Councils (PC) or Planning Bodies (PB). The Health Resources and Services Administration's HIV/AIDS Bureau (HRSA HAB) recognizes and understands the value of clients who receive RWHAP Part A services actively participating and being involved in the planning process for HIV service delivery, as this drives services that are tailored to the needs of clients in the jurisdiction.

Nonetheless, the RWHAP statute prohibits RWHAP Part A recipients from making cash payments to intended recipients (i.e., clients) of RWHAP Part A services. See Public Health Service Act (PHS Act) § 2604(i); see also [HAB Policy Clarification Notice \(PCN\) 16-02](#). This prohibition is not limited to service-related costs, and thus applies to administrative costs like PC and PB expenses as well. Therefore, RWHAP Part A recipients may not reimburse PC or PB members who are clients via a cash payment with RWHAP funds.

However, per HAB PCN 16-02, RWHAP Part A recipients can support the participation and meaningful engagement of people with lived experience in PC or PB meetings by providing gift cards, vouchers, coupons, or tickets that can be exchanged for a specific service or commodity. RWHAP recipients are advised to administer voucher and store gift card programs in a manner that assures vouchers and store gift cards cannot be exchanged for cash or used for anything other than the allowable goods or services, and that systems are in place to account for disbursed vouchers and store gift cards.

Alternatively, RWHAP Part A PCs or PBs may provide clients with meals during in-person meetings scheduled around meal times (only if needed for health reasons), transportation to and from meetings, and/or child care services for the children of clients who participate in meetings.

Additional considerations can include adjusting PC or PB meeting times to occur after business hours or on weekends to reduce conflict with client work schedules. Lastly, non-RWHAP funding sources (e.g., general revenue funds) are not similarly restricted, and thus can be utilized for a variety of purposes, including to compensate clients for attending PC or PB meetings.

Thank you for your commitment to ensuring that clients are meaningfully involved in the planning process for service delivery in RWHAP Part A jurisdictions.

Sincerely,
/s/ Chrissy Abrahms Woodland, MBA

Chrissy Abrahms Woodland, MBA
Director
Division of Metropolitan HIV/AIDS Programs

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Memorandum

To: Members, Houston Ryan White Planning Council
Affiliate Members, Ryan White Committees

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

Date: January 26, 2023

Re: Open Meetings Act Training

Please note that all Council members are required to take the Open Meetings Act training at least once in their lifetime. Affiliate members are encouraged to take the training. If you have never viewed the training video, or if you do not have a certificate of completion on file in our office, you must take the training and submit the certificate to the Office of Support before March 31, 2023. The training takes 60 minutes and can be accessed through the following link (if you have difficulty with the link, copy and paste it into Google and it should lead you to the correct area of the Attorney General's website):

<https://www.texasattorneygeneral.gov/og/oma-training>

If you do not have access to high-speed internet, you are welcome to contact Rod in the Office of Support to arrange a time to come to the office.

Upon completion of training, you will be provided with a code that is used to print a certificate of completion. Using the code, you may obtain the certificate from the Attorney General's Office in the following ways:

Print it from the Attorney General web link at:

https://www.texasattorneygeneral.gov/forms/openrec/og_certificates.php

Or, call the Office of Support with the validation code and the staff will print it for you.

We appreciate your attention to this important requirement. Do not hesitate to call our office if you have questions.

Ryan White Definition of Conflict of Interest

“Conflict of Interest” (COI) is defined as an actual or perceived interest by a Ryan White Planning Council member in an action which results or has the appearance of resulting in personal, organizational, or professional gain. COI does not refer to persons living with HIV disease (PLWH) whose sole relationship to a Ryan White Part A or B or State Services funded provider is as a client receiving services. The potential for conflict of interest is present in all Ryan White processes: needs assessment, priority setting, comprehensive planning, allocation of funds and evaluation.

2023 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/26/23)

AFFECTED COMMUNITY

Meetings are on the second Monday after Council meets starting at 12 noon:

February 20	July 24
March 14*	August 21
March 20	September 25
April - no mtg	October 23
May 22	November 20
June 19 (<i>Holiday</i>)	December - no mtg

COMPREHENSIVE HIV PLANNING

Meetings are the second Thursday of the month starting at 2:00 pm:

February 9	August 10
March 9	September 14
April - no mtg	October 12
May 11	November 9
June 8	December - no mtg
July 13	

OPERATIONS

Meetings are Tuesdays following the Council meeting starting at 11:00 am:

February 14	August 15
March 14*	September 19
April - no mtg	October 17
May 16	November 14
June 13	December 19
July 18	

PLANNING COUNCIL

Meetings are the second Thursday of the month starting at 12 noon:

February 9	August 10
March 9	September 14
April 13	October 12
May 11	November 9
June 8	December 14
July 13	

PRIORITY & ALLOCATIONS

Meetings are the fourth Thursday of the month at 12 noon:

February 23	July 27
March 14*	August 24
March 23	September 28
April 27	October 26
May 25	November - no mtg
June 22	December - no mtg

QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 2:00 pm:

February 14	August 15
March 14*	September 19
April - no mtg	October 17
May 16	November 14
June 13	December - no mtg
July 18	

STEERING

Meetings are the first Thursday of the month starting at 12 noon:

February 2	August 3
March 2	September 7
April 6	October 5
May 4	November 2
June 1	December 7
July 6	

*Joint meeting of the Affected Community, Priority and Allocations and Quality Improvement Committees.

BOLD = Special meeting date, time or place

Calendar for year 2023 (United States)



January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Jan 1** • New Year's Day
- Jan 2** • 'New Year's Day' day off
- Jan 16** • Martin Luther King Jr. Day
- Feb 14** • Valentine's Day
- Feb 20** • Presidents' Day
- Mar 17** • St. Patrick's Day
- Apr 9** • Easter Sunday

- Apr 10** • Easter Monday
- Apr 18** • Tax Day
- May 5** • Cinco de Mayo
- May 14** • Mother's Day
- May 29** • Memorial Day
- Jun 14** • Flag Day
- Jun 18** • Father's Day

- Jun 19** • Juneteenth
- Jul 4** • Independence Day
- Sep 4** • Labor Day
- Oct 9** • Columbus Day
- Oct 31** • Halloween
- Nov 7** • Election Day
- Nov 10** • 'Veterans Day' day off

- Nov 11** • Veterans Day
- Nov 23** • Thanksgiving Day
- Nov 24** • Black Friday
- Dec 24** • Christmas Eve
- Dec 25** • Christmas Day
- Dec 31** • New Year's Eve

Affected Community Committee Training

Purpose of the Planning Council
Participation in Health Fairs
Purpose of Public Hearings

February 20, 2023

Purpose of the Planning Council

- What does the Planning Council do?
 - Conducts a Needs Assessment
 - Creates a plan to improve HIV services in Houston
 - Reviews data about existing Ryan White funded HIV services
 - Designs HIV services that will be provided using Ryan White funds in the Houston EMA/HSDA
 - Makes a list of the most important services
 - Decides the amount of Ryan White funding that will be allocated to each of the services

Purpose of the Planning Council

- What does the Planning Council NOT do?
 - Review grant applications from agencies
 - Decide which agencies in Houston get money
 - Hire and fire staff at agencies
 - Respond to complaints from consumers about specific agencies
 - Write letters to politicians in Washington
 - March at protests
 - Conduct HIV prevention
- HRSA sets the rules for Planning Councils
 - HRSA says Planning Councils can only focus on services, not specific agencies.
 - The Administrative Agencies (Ryan White Grant Administration & The Resource Group) monitor grants and agencies.

Participation in Health Fairs



- Tell the public about what the Ryan White Planning Council does
- Tell the public about services by giving out the Blue Book
- Tell the public how to volunteer with the Planning Council



- Give out condoms or HIV prevention materials
- Do HIV prevention
- Tell the public about specific agencies



Purpose of Public Hearings

- Twice a year
- Inform the community about recommended changes that the Planning Council will decide upon.
- Get feedback from consumers of Ryan White services as to how the recommended changes will affect their ability to receive care and support services.
- Community input is vital to all of the Planning Councils processes and is encouraged at every level.
 - Public Hearings are televised to help all PLWH participate in the planning process – especially PLWH who cannot travel to Planning Council meetings

Houston Area HIV Services Ryan White Planning Council

Standing Committee Structure

(Reviewed 01-14-20)

1. **Affected Community Committee**

This committee is designed to acknowledge the collective importance of consumer participation in Planning Council (PC) strategic activities and provide consumer education on HIV-related matters. The committee will serve as a place where consumers can safely and in an environment of trust discuss PC work plans and activities. This committee will verify consumer participation on each of the standing committees of the PC, with the exception of the Steering Committee (the Chair of the Affected Community Committee will represent the committee on the Steering Committee).

When providing consumer education, the committee should not use pharmaceutical representatives to present educational information. Once a year, the committee may host a presentation where all HIV/AIDS-related drug representatives are invited.

The committee will consist of HIV+ individuals, their caregivers (friends or family members) and others. All members of the PC who self-disclose as HIV+ are requested to be a member of the Affected Community Committee; however membership on a committee for HIV+ individuals will not be restricted to the Affected Community Committee.

2. **Comprehensive HIV Planning Committee**

This committee is responsible for developing the Comprehensive Needs Assessment, Comprehensive Plan (including the Continuum of Care), and making recommendations regarding special topics (such as non-Ryan White Program services related to the Continuum of Care). The committee must benefit from affiliate membership and expertise.

3. **Operations Committee**

This committee combines four areas where compliance with Planning Council operations is the focus. The committee develops and facilitates the management of Planning Council operating procedures, guidelines, and inquiries into members' compliance with these procedures and guidelines. It also implements the Open Nominations Process, which requires a continuous focus on recruitment and orientation. This committee is also the place where the Planning Council self-evaluations are initiated and conducted.

This committee will not benefit from affiliate member participation except where resolve of grievances are concerned.

4. **Priority and Allocations Committee**

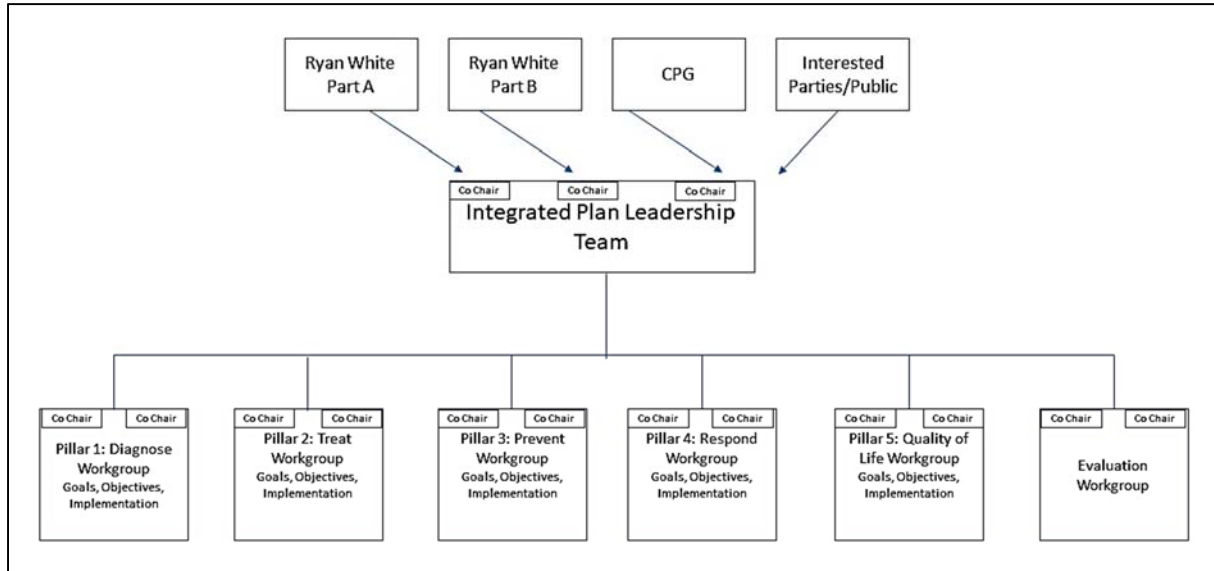
This committee gives attention to the comprehensive process of establishing priorities and allocations for each Planning Council year. Membership on this committee does include affiliate members and must be guided by skills appropriate to priority setting and allocations, not by interests in priority setting and allocations. All Ryan White Planning Council committees, but especially this committee, regularly review and monitor member participation in upholding the Conflict of Interest standards.

5. Quality Improvement Committee

This committee will be given the responsibility of assessing and ensuring continuous quality improvement within Ryan White funded services. This committee is also the place where definitions and recommendations on “how to best meet the need” are made. Standards of Care and Performance Measures/Outcome Evaluation, which must be looked at within each year and monitored from this committee. Whenever possible, this committee should collaborate with the other Ryan White planning groups, especially within the service categories that are also funded by the other Ryan White Parts, to create shared Standards of Care.

In addition to these responsibilities, this committee is also designed to implement the Planning Council’s third legislative requirement, assessing the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area, or assessing how well the grantee manages to get funds to providers. This means reviewing how quickly contracts with service providers are signed and how long the grantee takes to pay these providers. It also means reviewing whether the funds are used to pay only for services that were identified as priorities by the Planning Council and whether all the funds are spent. This Committee may benefit from the utilization of affiliate members.

Figure 1: Leadership Structure for Implementing, Monitoring and Evaluating the 2022 Integrated Plan





SECTION V: PLAN GOALS AND OBJECTIVES

The following list includes goals, objectives and activities for the Houston EHE and Integrated Plans and is organized by EHE pillar. Clearly, some goals and activities from each plan intersect, hence the goals for both plans have been merged into one list, but goals for the Integrated Plan are in italics to denote service areas. The justification for each goal is identified within the brackets after the goal. This is considered a “living” document, and it is anticipated that more goals, objectives and indicators will be added to each pillar as EHE and Integrated planning and implementation continues.

Pillar 1: Diagnose

Goal 1A: *Increase individual knowledge of HIV status by diagnosing at least 90% of the estimated individuals who are unaware of their status within five (5) years.* [CP-Healthy People 2030, Rdmap, FTC, NEHE, CP]

Goal 1A.1: **Encourage status awareness through increased screening, diverse non-stigmatizing campaigns, improved hiring practices, and updated accessibility in historically marginalized communities in Houston/Harris County.** [Rdmap, CM-WD/OCB/EA/RAA/AS/MBH/PA/CHS/QAE, CP]

Key Activities:

- Extend health center hours and/or partner with healthcare systems to demonstrate consideration for persons seeking services outside traditional hours. [CM-RAA/MBH/BMP]
- Explore a collaborative routine opt-out initiative with hospital emergency room providers outside a policy requirement. [CM-EA/PA/BMP]
- Add five (5) nurse operated mobile units offering extended hours and bundled services (e.g., STI, Hepatitis C, PrEP, nPEP, BMI assessment, glucose, immunizations, service linkage, partner services, etc.) to dispatch across Houston/Harris County. [CM-RAA/BMP]
- Implement at minimum a yearly multilingual health education and promotion campaign empowering ALL sexually active Houstonians/Harris Countians to insist on initial and routine rescreening for HIV. [Rdmap, CM-EA/RAA/CHS]
- Prioritize hiring a diverse and representative staff whom people can trust to administer status neutral services. [Rdmap, CM-WD/OCB/AS]
- Pilot HIV and STI home testing kits and develop a protocol for timely, status neutral follow-up, and quarterly evaluation to improve the service delivery. [CM-OCB/EA/RAA/AS/QAE]

Legend for Section V

Regular Text = EHE Planning Goal impacting the Houston/Harris County, Texas service area

Italicized Text = Integrated Planning Goal impacting the EMA/HSDA (10-county), Texas service area

Source of Justification for the following goals:

- CP = 2017 Houston Area HIV Comprehensive Plan
- CP-____ = HIV & Non-HIV Comprehensive Plans
- CM = 2021-2022 Community Meetings
- EHEPtA = Ryan White Part A EHE Goal
- FTC = International Fast Track Cities
- FGPP = 2022 Priority Populations Focus Groups
- FGP = 2022 Provider Focus Groups
- NEHE = 2019 National EHE Plan
- NAC = 2020 HIV Care Needs Assessment
- NAP = 2022 HIV Prevention Needs Assessment
- NHAS = 2021 National HIV/AIDS Strategy
- Rdmap = 2016 Houston Area EHE Plan, commonly referred to as *The Roadmap*
- ST = 2022 Stakeholder Interview

- Reestablish an annual testing for tickets (e.g., "Hip Hop for HIV") event. [CM-RAA]
- Conduct outreach efforts in screening locations near identified areas (e.g., college campuses, barber and beauty shops, shopping centers, and recreational) through ongoing partnerships with community leaders and gatekeepers. [Rdmap, CM-EA/RAA/QAE/MBH/BMP]

Goal 1A.2: Advance legislative and non-legislative policy changes at the local, state, and federal levels to aid EHE. [Rdmap, CM-EA/RAA/PA/QAE/BMP]

Key Activities:

- Educate policymakers on the need for statewide mandatory offering of routine opt-out testing. [Rdmap, CM-EA]
- Revise policies that institute county-wide age-appropriate comprehensive sexual education that empowers youth to make informed decisions about their health. [Rdmap, CM-PA/QAE]
- Advance county-wide policy modifications that require HIV testing and access to care for all arriving persons involved with the justice system and retest prior to facility release with enough medication and linkage to care if need determined. [Rdmap, CM-PA/RAA/BMP]
- Update local policies and procedures to implement an electronic automated reminder system and/or modify existing options to send annual screening reminders. [CM-EA/PA]
- Conduct provider detailing (e.g., Obstetrician/Gynecologist, General Practitioner, Gerontologist) to promote internal policy changes to incorporate universal screening as a standard practice. [CM-EA/PA/QAE]

Key Partners: Health departments, community-based organizations, FQHCs, correctional facilities, community task force, school-based clinics, sexual health clinics, women’s health services/prenatal services providers, hospitals, local community members, local correctional institutions, local law enforcement, PWH, shelters, public health professionals, etc.

Potential Funding Resources: CDC HIV Prevention and Surveillance Programs, Ryan White HIV/AIDS Program (RWHAP), State and/or Local Funding

Estimated Funding Allocation: \$1.8 Million

Outcomes: (reported annually, locally monitored more frequently): Increase number of newly identified persons with HIV and awareness of HIV status; Increase the number of HIV tests conducted in Houston/Harris County; Establish HIV care protocols for persons involved with the justice system.

Monitoring Data Source: EMR data, surveillance data, local protocols and reports

Goal 1B: *Improve HIV-Related Health Outcomes of All People Being Tested for HIV [QoL]*

Key Activities:

- *Increase the capacity of the public health, health care delivery systems, and health care workforce to effectively identify, diagnose, and provide whole-person care and treatment for individuals testing for HIV.*
 - *Identify, implement, and evaluate models of care that meet the needs of all people being tested for HIV and ensure quality of care across services.*

- Incorporate a status-neutral approach to HIV testing, offering linkage to prevention services for people who test negative and immediate linkage to HIV care and treatment for those who test positive.
- Identify, engage, or reengage people with HIV who are not in care or not virally suppressed.
- Provide low-barrier access to HIV prevention, care and/or treatment.
- Provide same-day or rapid (within 7 days) start of antiretroviral therapy for persons who are able to take it; increase linkage to HIV health care within 30 days for all persons who test positive for HIV.
- Identify and address barriers for people who have never engaged in care or who have fallen out of care.

Key Partners: Health departments, community-based organizations, FQHCs, correctional facilities, school-based clinics, sexual health clinics, women's health services/prenatal service providers, hospitals.

Potential Funding Resources: CDC HIV Prevention and Surveillance Programs, RWHAP, State and/or Local Funding.

Estimated Funding Allocation: *Related to Goal 1A*

Outcomes (reported annually, locally monitored more frequently) Number of newly identified persons with HIV; Establishment of protocols for HIV/AIDS treatment under incarceration, number of cases linked to care under incarceration.

Monitoring Data Source: EMR data, surveillance data, local protocols and reports.

Goal 1C: *Increase Knowledge and Understanding of HIV [CM, CP, CP - Viral Hepatitis National Strategic Plan, FGPP, FGP, NAC, NHAS, Rdmap, ST]*

Key Activities:

- Establish a Houston Area HIV Education Council to provide education for:
 - Individuals on prevention, treatment, and care services; and
 - Professionals on accurate medical information, training in referring clients to the local HIV prevention and care system, and customer service skills. **See Goal 3A** for more information. This educational goal will address Diagnose, Treat and Prevent.
- Increase knowledge of HIV among individuals and the health workforce in geographic areas disproportionately affected.

Key Committed Partners: Southern AIDS Education and Training Center (AETC), Texas Southern University (TSU), Houston HIV Prevention Community Planning Group (CPG) and Ryan White Planning Council (RWPC).

Key Potential Partners: Representatives from special populations, people with HIV, professional educators, case managers and service linkage workers, large public organizations who work with individuals challenged by substance use disorder and/or mental illness and/or intellectual and developmental disabilities.

Potential Funding Resources: CDC, Ryan White, AETC and possibly TSU grant funds already secured to work with community groups such as The Houston Area HIV Education Coalition.

Estimated Funding Allocations: \$200,000.

Outcomes: Increased knowledge among students.

Monitoring Data Source: Student pre and post tests.

Pillar 2: Treat

Goal 2A: Ensure 90% of clients are retained in care and virally suppressed. [CP-Health People 2030, Rdmap, CP, NEHE, FTC]

Goal 2A.1: Ensure rapid linkage to HIV medical care and rapid ART initiation for all persons with newly diagnosed or re-engaging in care. [Rdmap, CM-OCB/RAA/EA/MBH/PA/BMP]

Key Activities:

- Increase retention in medical care through rapid treatment initiation.
 - *In FY 2020, the Ryan White Program, in partnership with South Central AETC, Baylor College of Medicine, and Harris County Public Health, launched Rapid Start Treatment Programs at Ryan White funded primary care sites. The next step is to increase outreach to priority populations and launch Rapid Start Treatment Programs at sites other than RWHPA-funded primary care sites. [EHEPtA, 16Rdmap]*
- Offer a 24-hour emotional support and resources line available with trauma informed staff considerate to the fact individuals are likely still processing a new diagnosis. [CM-RAA/MBH]
- Health literacy campaign to educate those diagnosed on benefits of rapid start and TasP. [CM-RAA/EA]
- Support rapid antiretroviral therapy by providing ART “starter packs” for newly diagnosed clients and returning patients who have self-identified as being out of care for greater than 12 months. [CM-EA/PA]
- Expand community partnerships (e.g., churches and universities) to increase rapid linkage and ART availability at community-preferred gathering venues. [CM-OCB/PA/BMP]
- Promote after-hour medical care to increase accessibility by partnering with providers currently offering expanded hours, like urgent care facilities. [CM-RAA]
- Develop a provider outreach program focused on best HIV treatment-related practices and emphasizing resources options for clients (Ryan White care system) as well as peer-to-peer support resources for providers (e.g., Project ECHO, AETC, UCSF). [CM-EA/PA]

Goal 2A.2: Support re-engagement and retention in HIV medical care, treatment, and viral suppression through improved treatment related practices, increased collaboration, greater service accessibility, and a whole-health emphasis. [CM-OCB/RAA/EA/AS/MBH/CHS/PA/QAE/BMP]

Key Activities:

- Develop informative treatment navigation, viral suppression, and whole-health care support program including regularly held community forums designed to maximize accessibility. [CM-RAA/EA/PA]
- Partner with providers to expand hours and service location options based on community preferences (after-hours, mobile units, non-traditional settings). [Rdmap, CM-RAA/BMP]

- Assess feasibility of expanded telehealth check-in options to enhance accessibility and promote bundling mobile care services (including ancillary services). [CM-RAA/BMP]
- Increase the number of referrals and linkage to RW. [CM-PA/QAE]
- Increase integration, promotion, and the number of referrals to ancillary services (e.g., mental health, substance use, RW, and payment assistance) through expanded partnerships during service linkage. [CM-QAE]
- Increase case management support capacity. [CM-OCB]
- Develop system to monitor referrals to integrated health services. [CM-QAE]
- Hire representative navigators, promote job openings in places where community members with relevant lived experience gather, and invest in programs such as the Community Health Worker Certification. [Rdmap, CM-OCB/QAE]
- Survey users of services to evaluate additional service-based training needs. [CM-QAE]
- Conduct provider outreach (100 initial/100 follow-up visits) to improve multidisciplinary holistic health practices including importance of trauma-informed approach, motivational interview-based techniques, preferred language, culturally sensitive staff/setting, behavior-based risk vs demographic/race, and routine risk assessment screenings (mental health, gender-based or domestic violence, need for other ancillary services related to SDOH). [Rdmap, CM-EA/AS/MBH/CHS/QAE]
- Build and implement a mental health model for HIV treatment and care that includes routinizing screenings/opt-out integration into electronic health records. [CM-MBH/PA] [CM-MBH/PA]
- Source resources for referral/free initial mental health counseling sessions.
- Maintain at least one crisis intervention specialist on service linkage staff. [CM-MBH]
- Partner community health workers with local community gathering places (e.g., churches) to recognize and reach individuals who may benefit from support and linkage to resources. [CM-OCB]
- Improve value of data to community by promoting inclusive, representative data collection on community selected platforms. [CM-CHS/PA]
- Widely share analyses of collected data with emphasis on complete context and value to community, including annual science symposium; Allow opportunities for community to share their stories to illustrate the personal connection. [CM-BMP]
- Utilize a reporting system to endorse programs or environments that show training application and effort to end the epidemic. Conduct quarterly quality assurance checks after the secret shopper project established by END. [CM-QAE]
- Use the HIV system to fill gaps in healthcare by creating a grassroots initiative focused on social determinants of health. [CM-AS/PA]
- Increase access to quality health care through promoting FQHCs to reduce the number of uninsured to under 10% in the next 10 years. [CM-PA]
- Revamp data-to-care to achieve full functionality. [CM-PA]

Goal 2A.3: Establish organized methods to raise widespread awareness on the importance of treatment. [CM-WD/OCB/CHS/RAA/EA/AS/QAE]

Key Activities:

- Collaborate with CPG to gain real-time public input during meetings on preferred language and promotion of critical messages of Undetectable=Untransmittable (U=U) and Treatment as Prevention (TasP). [Rdmap, CM-RAA/QAE]
- Collaborate with CPG to regularly promote diversifying clinical trials. [Rdmap, CM-CHS/QAE]
- Increase education and awareness around the concept of U=U and TasP to reduce stigma, fear, and discrimination among PLWH. [CM-OCB/RAA/EA/AS]
- Implement community preferred social marketing strategies over multiple platforms to establish messaging on the benefits of rapid and sustained HIV treatment (include basic terminology, updates on treatment/progress advances, and consideration for generational understanding of information). [Rdmap, CM-RAA/EA/AS]

Goal 2A.4: Advance internal and external policies related to treatment. [Rdmap, CM-WD/RAA/OCB/EA/MBH/CHS/PA/QAE, CP]

Key Activities:

- Implement and monitor immediate ART with a standard of 72 hours of HIV diagnosis for Test and Treat protocols. [CP]
- Revise policies to simplify linkage through use of an encrypted universal technology such as patient portal and/or apps to easily share information across health systems, remove administrative (e.g., paperwork and registration) barriers, incorporate geo-fencing alerts and anonymous partner elicitation. [CM-RAA]
- Refresh policies to establish a retention/rewards program that empowers community to optimize health maintenance and encourages collaboration with health department services and resources. [CM-RAA]
- Focus on necessary requirements and reduce turnaround time from diagnosis to care (e.g., Change the 90-day window for Linkage Workers). [CM-OCB]
- Update prevention standards of care to reflect a person-centered approach. [CM-WD]
- Develop standard of treatment and advocate for implementation for those incarcerated upon intake. [CM-PA]
- Institute policies that require recurring trainings for staff/providers based on community feedback and focused on current preferred practices (emphasis on status-neutral approach, trauma-informed care, people first-language, cultural sensitivity, privacy/confidentiality, follow-up/follow-through). [CM-WD/EA/AS/MBH/CHS/QAE]
- Revise funding processes and incentivize extended hours of operation to improve CBO workflow. [CM-OCB]

Key Partners: FQHCs, medical care providers, hospitals, community-based organizations, various professional health care associations, RWGA; TRG; HHD (Potential non-RP partners: RWPC), community task force, urgent care facilities, churches, universities

Potential Funding Resources: RWHAP, CDC HIV Prevention and Surveillance Programs, State Local Funding

Estimated Funding Allocation: \$9,081,382

Outcomes: (reported annually, locally monitored more frequently): Increase number of newly identified individuals with HIV linked to care; Increase number of individuals with HIV identified as not in care relinked to care; Increase number of newly identified individuals with HIV linked to care and started on ART within 72 hours of diagnosis; Increase number of individuals with HIV identified as not in care relinked to care and started on ART within 72 hours.

Monitoring Data Source: Surveillance, RWHAP, CPCDMS, CDC testing linkage data

Goal 2B: *Increase Access to Care and Medication. [CM, NAC, Rdmap, ST]*

Key Activities:

- *Increase access to services that replace or provide identification documents, especially for those who are discharged from jail or prison, people who are experiencing homelessness, and others who lack identification documents. Expand capacity of current providers of identification documents through partnerships with community partners, including Ryan White-funded agencies.*

Key Partners: *Operation I.D., Texas I.D. Connect, The Beacon, Ryan White-funded agencies.*

Potential Funding Resources: *N/A*

Estimated Funding Allocations: *N/A*

Outcomes: *Ten percent more individuals have received identification in a 6-month period.*

Monitoring Data Source: *Agency data on client service utilization.*

Goal 2C: *Increase access to HIV education, prevention and care services among priority populations. [CM, NHAS, ST]*

Key Activities:

- *Increase individual knowledge of HIV, including HIV prevention and care services information, among individuals with a history of a sexual offense.*
 - *Request the RWPC to create a service definition and allocate funds for one full-time case manager or service linkage worker with lived experience to provide HIV education and case management services to this population. Fund this position from Ryan White Part A, B or State Services funding.*
 - *When releasing the RFP to secure a vendor, give preference to a non-traditional vendor, such as a church, that has a history of working with this population.*
 - *Require the employee to provide quarterly aggregate service utilization and other reports to Serving the Incarcerated and Recently Released Coalition (SIRR), CPG and RWPC.*

Key Partners: *SIRR, local churches that work with individuals with a history of a sexual offense, Ryan White-funded HIV discharge planners in the Harris County jail*

Potential Funding Resources: *Ryan White Part A or B or State Services funding*

Estimated Funding Allocations: *\$130,000*

Outcomes: *Case manager/service linkage worker is hired and secures a minimum caseload of 30 individuals within a 12 month period. RWPC incorporates the quarterly reports from the case manager/service linkage worker in its planning process and works to better meet the needs of this priority population.*

Monitoring Data Source: *Quarterly aggregate case management/service linkage reports*

Goal 2D: *Increase access to care and medication by tying the distribution of prepaid cell phones for clients to pharmacies, making the phone a medical necessity (not an incentive). [CM]*

Key Activities:

- *Meet with representatives of Ryan White-funded agencies to determine if this would resolve the issue of giving consumers prepaid phones, which have been interpreted as an incentive and in opposition to Medicaid contracts that prohibit incentives for consumers.*

Key Partners: *Staff from various Ryan-White funded agencies*

Potential Funding Resources: *N/A*

Estimated Funding Allocations: *N/A*

Outcomes: *More clients receive cell phones in a 6-month period.*

Monitoring Data Source: *Agency phone disbursement records*

Pillar 3: Prevent

Goal 3A: *Prevent new HIV Infections by increasing knowledge of HIV among people, communities and the health workforce; with particular emphasis on priority populations and non-Ryan White funded agencies with expertise in areas that intersect with HIV. [CM, CP, CP - Viral Hepatitis National Strategic Plan, FGPP, FGP, NAC, NHAS, Rdmap, ST]*

Key Activities:

- *Establish a Houston Area HIV Education Council sponsored by AETC, CPG and RWPC to provide education to the following: individuals who need prevention services and providers.*
- *Develop and implement informational programs that are tailored to priority populations and others, and describe HIV risks, options for prevention, testing, care and treatment, mental health and substance use disorder treatment; and HIV-related stigma reduction.*
- *Increase consumer input into developing educational materials about HIV risks, options for prevention, testing, care and treatment; and HIV-related stigma reduction.*
- *Increase consumer participation in delivering educational information to individuals and service providers about HIV risks, options for prevention, testing, care and treatment; and HIV-related stigma reduction, particularly for priority populations.*
- *Increase education about HIV among people who provide services to those who are at risk or living with HIV.*
- *Include comprehensive sexual health and substance use prevention and treatment information in curricula of medical and other health workforce education and training programs.*
- *Support the transition of health care systems, organizations, and consumers to become more health literate in the provision/receipt of HIV prevention, care, and treatment services.*
- *Provide resources, value-based and other incentives, training, and technical assistance to expand workforce and system capacity to provide or link clients to culturally competent*

and linguistically appropriate care, treatment, and supportive services especially in areas with shortages that are geographic, population, or facility based.

Key Committed Partners: Southern AETC, TSU, CPG and the RWPC.

Key Potential Partners: Representatives from priority and special populations, persons with HIV, professional educators, case managers and service linkage workers, large public organizations who work with individuals challenged by substance use disorder and/or mental illness and/or intellectual and developmental disabilities, for example.

Potential Funding Resources: CDC, Ryan White, AETC and possibly TSU grant funds already secured to work with community groups such as The Houston Area HIV Education Coalition.

Estimated Funding Allocations: \$200,000.

Outcomes: Increased knowledge among students.

Monitoring Data Source: Student pre and post tests.

[Goal 3B:] Achieve 50% reduction in new HIV cases. [CP-Healthy People 2030, Rdmap, NEHE]

[Goal 3B.1:] Integrate a status neutral approach in HIV prevention services by utilizing proven interventions to reduce new cases. [CM-RAA/MBH/OCB]

Key Activities:

- Develop a continuum of care for those utilizing prevention care services.
- Establish prevention navigators with lived experience of the priority populations to assist engagement and “re”engagement in prevention services. [CM-OCB]
- Offer and advocate for ongoing ancillary support options routinely offered during initial engagement. [CM-RAA/MBH]
- Tailor proven behavioral, biomedical, and structural interventions, public health strategies, and social marketing campaigns from the Compendium of Evidence-based Interventions and Best Practices for HIV Prevention to the needs of Houston/Harris County.

[Goal 3B.2:] Improve accessibility, information sharing, and monitoring of PrEP. [Rdmap, CM-EA/RAA/CHS/QAE/OCB]

Key Activities:

- Increase access to PrEP clinical services by integrating PrEP/nPEP into routine services at HHD Health Centers. [CM-RAA/OCB]
- Collaborate with medical providers in other specialties to integrate PrEP into routine preventative healthcare. [Rdmap, CM-EA/RAA/CHS/OCB]
- Expand PrEP services and hours to increase access including mobile, telehealth (e.g., Mistr, Sistr and Q Care Plus), and non-traditional settings. [Rdmap, CM-RAA/CHS]
- Expand access to same-day PrEP for persons HIV negative by providing a 30-day starter pack; utilize non-traditional settings (e.g., faith-based organizations) [CM-RAA/QAE]
- Develop purposeful non-stigmatizing awareness messaging that normalizes PrEP and nPEP conversations with care teams. [CM-EA]

- Create a PrEP Network information hub to help understand community practices and address challenges. [CM-EA]
- Collaborate with local CBOs to develop a 24-hour nPEP hotline and Center of Excellence. [CM-EA]
- Develop method of monitoring and reporting PrEP and a Continuum of Care. [CM-QAE]

Goal 3B.3: Address social determinants through a multi-level approach that reduces new cases and sustains health equity. [CM-WD/EA/RAA/AS]

Key Activities:

- Increase service provider knowledge and capability to assess those in need of ancillary services. [CM-RAA/MBH]
- Provide funded organizations with payment points for linking people to PrEP, keeping appointments, and then linking people on PrEP to housing, transportation, food assistance, and other supportive services. [CM-RAA]
- Develop mental health and substance use campaigns to support self-efficacy/resiliency. [Rdmap, CM-EA/MBH]
- Health departments partner more with colleges and school districts, Bureau of Adolescent Health to create a tailored strategic plan that better engages adolescent Houstonians/ Harris Countians. [Rdmap, CM-EA]
- Revitalize the Youth Task Force and seek funding for adolescent focused initiatives.
- Engage healthcare programs regarding inclusion of all HIV prevention strategies in their curriculums to educate future practitioners (e.g., medical, nurse practitioner, nursing, and other healthcare programs). [Rdmap, CM-EA/OCB]
- Reduce stigma and increase knowledge and awareness of PrEP and TasP through a biannual inclusive public health campaign focused on all populations. [Rdmap, CM-AS]
- Train the workforce on a patient-centered (i.e., status neutral and trauma informed) prevention approaches to build a quality care system. [Rdmap, CM-WD/AS/MBH]

Goal 3B.4: Advance policy gaps through increased education and outreach at all levels. [Rdmap, CM-RAA/AS/PA/QAE, CP]

Key Activities:

- Expand Medicaid in the State of Texas to assist prevention efforts for all Texans, particularly among marginalized communities. [Rdmap, CM-PA]
- Update policies to address service gaps by eliminating privacy barriers and expanding prevention clinical services to adolescents under the age of 18. [CM-PA]
- Create county-wide policies to implement medically accurate comprehensive sexual education in high schools and colleges/universities that encourages informed decisions. [Rdmap, CM-PA]

- Advance policy changes that promote harm reduction strategies for persons who inject drugs (PWID) such as sharps disposal kiosks to address discarded syringes in public locations. [CM-PA]
- Advocate for PrEP and nPEP availability over the counter. [CM-RAA/PA]
- Overhaul all prevention standards to reflect person-first strategies. [CM-AS]
- Reassess policies around the HIV positivity rate. [CM-QAE]

Key Partners: Community-based organizations, FQHCs, sexual health clinics, hospitals, social media platform providers, social service providers, community task force, RWPC-OS (*Potential non-RP partners:* TDSHS; AETC; HHS), faith-based organizations

Potential Funding Resources: CDC HIV Prevention and Surveillance Programs, Bureau of Primary Health Care, state and/or local Funding, Minority AIDS Initiative (MAI), SAMHSA, HUD/HOPWA, Federal Office of Rural Health Policy, Indian Health Service; Office on Women’s Health, Office of Minority Health, Office of Population Affairs, and other public and private funding sources, etc.

Estimated Funding Allocation: \$500,000

Outcomes: (reported annually, locally monitored more frequently): Increase number of providers trained; Increase number of prescriptions for PrEP; Increase the percentage of eligible people successfully referred to PrEP provider to 50% in 5 years.

Monitoring Data Source: Local databases, medical records data, pharmacy records

Goal 3C: *Gather data both for and against policy changes related to the following issues with the goal of making data driven decisions regarding support for: [CM, FG, FTC, Rdmap, ST]*

- *Condom distribution in jails and prisons*
- *Texas becoming a Medicaid Expansion state*

Key Activities:

- *After reviewing documentation both for and against condom distribution, consider the establishment of condom distribution in Texas jails and prisons*
 - *Educate public officials in Texas on the benefits of condom distribution and encourage modification of governmental policies that create access barriers to this effective HIV prevention information and tool.*

Key Partners: Community-based organizations, FQHCs, sexual health clinics, hospitals, social media platform providers, social service providers, community task force, RWPC-OS (*Potential non-RP partners:* TDSHS; AETC; HHS), St. Luke’s Episcopal Foundation .

Potential Funding Resources: NA

Estimated Funding Allocations: NA

Outcomes: *State and local policy changes that create barriers to accessing effective HIV prevention information and tools.*

Monitoring Data Source: *State and local policies.*

Pillar 4: Respond

Goal 4A: Increase capacity to identify, investigate active HIV transmission clusters and respond to HIV outbreaks in 1 year. [NEHE]

Goal 4A.1: Actively involve members of local communities in naming, planning, implementation, and evaluation by leveraging social networks, planning bodies, and community stakeholders in developing partnerships, processes, and data systems that facilitate response activities. [Rdmap, ST, CM-EA/RAA/AS/BMP]

- As of October 18, 2022, the Presidential Advisory Council on HIV/AIDS (**PACHA**) has asked the CDC to direct jurisdictions funded for Cluster Detection Response (**CDR**) activities to adapt their implementation of CDR to account for local conditions, including health data privacy protections and laws criminalizing people living with HIV.

Key Activities:

- Invest in technological solutions that further our partnerships, processes, and mass communication dissemination. [Rdmap, CM-EA/RAA]
- Host regularly scheduled community forums, presentations, and webinars with a variety of audiences such as residents, business owners, churches, bars, schools, and politicians. Increase transparency and buy-in by providing accurate information on important topics (e.g., privacy, protection, anonymity, gaps, recommended changes, and best practices). [CM-EA]
- Expand the response Community Advisory Board (**CAB**) by incorporating interested participants from various taskforces, internal (e.g., Tuberculosis and HCV) and external stakeholders. [CM-BMP]
- Conduct a feasibility study on outsourcing response activities to community partners.
- Provide engaging non-stigmatizing safe spaces that promote information sharing on what is going on in neighborhoods and tailor recommendations. Normalize inclusive discussions and team building activities among residents and community leaders by broadly advertising meetings in multiple locations (e.g., Southwest, Montrose, Third Ward, Fifth Ward) to reduce stigma. Utilize these platforms to spotlight the great work communities are accomplishing to constantly reenergize buy-in. [CM-RAA/AS]
- Conduct public health detailing to inform and educate providers about required disease reporting and how to effectively inform their patients. [CM-AS]

Goal 4B: *Build a community-tailored program to investigate and intervene in active networks and ensure resources are delivered where need is the greatest.* [Rdmap, ST, CM-WD/EA]

Key Activities:

- Build contingency/surge capacity such as venue-based screenings cluster response efforts with existing contracted CBOs (when needed).

- Utilize case data and case studies to train both community partners and the HHD staff on better approaches to effectively respond to clusters, including the role partner services can play. [CM-WD/EA]
- Integrate both CDR and time-space analysis to identify clusters.
- Conduct rapid response, ART linkage, and same-day PrEP in cluster investigations through close collaboration with contractors, care providers and other stakeholders.

Goal 4C: Empower effective advocacy and policy changes at the local, state, and federal levels. [Rdmap, ST, CM-EA/PA/RAA]

Key Activities:

- Reestablish the CPG mandate to ensure community engagement and voice is consistently being heard. [Rdmap]
- Explore requirements necessary to change laws in the state by assessing current laws and implement annual assessment. [CM-PA]
- Examine the effects of HIV criminalization cases in the state to address policy barriers. [CM-PA]
- Reevaluate and revise the partner index requirement within the State of Texas.
- Annually assess and provide report on data protection policies and procedures that ensure safeguards and firewalls protecting public health research and surveillance data from access by law enforcement, immigration, and protective services systems. [CM-EA/PA]
- Quarterly update the CDR plan in partnership with the community CAB. [CM-EA/RAA]

Key Partners: Local community members, PWH, health departments, public health professionals, politicians, churches, businesses

Potential Funding Resources: CDC HIV Prevention and Surveillance Programs, STD Funding, RWHAP, State and/or Local Funding

Estimated Funding Allocation: \$500,000

Outcomes: (reported annually, locally monitored more frequently) Revise CDR protocols for cluster detection and response procedures based on community feedback.

Monitoring Data Source: Local protocols and reports

Pillar 5: Quality of Life

Goal 5A: *Improve Quality of Life for Persons Living with HIV. [CM, CP – Houston Health Department, CP - Viral Hepatitis National Strategic Plan, FGP,FGPP, FTC, NHAS, Rdmap, ST]*

Key Activities:

- *Develop tools which planning bodies can use to design or strengthen HIV Prevention and Care services that improve the quality of life for people living with HIV.*
 - *Continue to host Quality of Life workgroup meetings that started in Houston on 03/21/22 and were co-hosted by CPG and the RWPC.*
 - *Continue to host Racial and Social Justice workgroup meetings that started in Houston on 04/15/21 and were co-hosted by CPG and the RWPC.*

- The purpose of both activities is to develop tools that can measure quality of life, integrate these tools into all Houston planning processes and respond appropriately to the results of the data collected through the tools.
- *The long term goal is to share the tools with other communities for comparison and encourage CDC and HRSA to add a fifth pillar that uses a variety of such tools and is dedicated to addressing quality of life concerns.*

Key Partners: *People with HIV, CPG, RWPC, HHD, Houston Area HIV Data Committee (HDC).*

Potential Funding Resources: *HHD.*

Estimated Funding Allocation: *\$20,000.*

Goal 5B: *Increase the proportion of people with diagnosed HIV who report good or better health to 95% from a 2018 baseline of 71.5%. [NHAS]*

Key Activities: *To be determined (TBD) by RWHAP Quality Management staff.*

Key Partners: *Persons with HIV, Ryan White-funded clinics, Ryan White Administrative Agencies, CPG, RWPC, HDC.*

Potential Funding Resources: *N/A.*

Estimated Funding Allocations: *N/A.*

Monitoring Data Source: *Centralized Patient Care Management System (CPCDMS) and Take Charge Texas (TCT) client level data systems.*

Goal 5C: *Decrease by 50% the proportion of people with diagnosed HIV who report an unmet need for services from a mental health professional from a 2017 baseline of 24.2%. [NHAS]*

Key Activities: *TBD by RW Quality Management staff.*

Key Partners: *People with HIV, Ryan White-funded clinics, Ryan White Administrative Agencies, CPG, RWPC, HDC.*

Potential Funding Resources: *N/A.*

Estimated Funding Allocations: *N/A.*

Monitoring Data Source: *CPCDMS and TCT.*

Goal 5D: *Decrease by 50% the proportion of people with diagnosed HIV who report ever being hungry and not eating because there wasn't enough money for food from a 2017 baseline of 21.1%. [NHAS]*

Key Activities: *TBD by RW Quality Management staff.*

Key Partners: *People with HIV, Ryan White-funded clinics, Ryan White Administrative Agencies, CPG, RWPC, Houston area food banks, local churches, HDC.*

Potential Funding Resources: *N/A.*

Estimated Funding Allocations: *N/A.*

Monitoring Data Source: *CPCDMS and TCT.*

Goal 5E: *Decrease by 50% the proportion of people with diagnosed HIV who report being out of work from a 2017 baseline of 14.9%. [NHAS]*

Key Activities: *TBD by RW Quality Management staff.*

Key Partners: *People with HIV, Ryan White Administrative Agencies, CPG, RWPC, HDC.*

Potential Funding Resources: *N/A.*

Estimated Funding Allocations: *N/A.*

Monitoring Data Source: *CPCDMS, TCT, and employment records.*

Goal 5F: *Decrease by 50% the proportion of people with diagnosed HIV who report being unstably housed or homeless from a 2018 baseline of 21.0%. [NHAS]*

Key Activities: *TBD by RW Quality Management staff.*

Key Partners: *People with HIV, Ryan White Administrative Agencies, CPG, RWPC, Housing Agencies, HOPWA and other housing funders, HDC.*

Potential Funding Resources: *HOPWA.*

Estimated Funding Allocations: *TBD.*

Monitoring Data Source: *CPCDMS and TCT*

Goal 5G: *Increase coordination and cooperation among Houston area institutions, universities and agencies that collect HIV related data.*

Key Activities:

- *In Spring of 2022, members of the Quality of Life Workgroup met with representatives from Houston area institutions, universities and agencies that collect HIV-related data. The purpose was to assess how much and what kinds of data are being collected, and how it is being used. Workgroup members were especially interested in identifying data that could be used to measure quality of life indicators. Therefore, several additional individuals were invited to participate because of their work in quality of life issues beyond the HIV field. Participants were amazed by the types of data being collected and the fact that very few of the people in the meeting knew each other or were aware of the work that the other was doing.*
 - *Continue to host quarterly meetings of the Houston Area HIV Data Committee in order to: 1.) learn about different data being collected; 2.) create and maintain an inventory of HIV and Quality of Life data being collected; and 3.) distribute the resulting inventory of data to Houston area researchers, students, people living with HIV and others to maximize the use of this data to benefit people living with HIV.*

Key Committed Partners: *HHD/Bureau of HIV, HCPH/RWGA, CPG, RWPC, PACHA, Positive Women's Network – USA and Houston Chapter, Cizik School of Nursing, UTHealth, South Central AETC, Baylor College of Medicine, University of Houston Graduate School of Social Work, Houston Food Bank.*

Potential Funding Resources: *NA*

Estimated Funding Allocations: *NA*

Monitoring Data Source: *CPCDMS, TCT, and other data held by institutions listed above as Key Committed Partners.*

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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Houston Area HIV Services Ryan White Planning Council

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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.

2022 QUARTERLY REPORT
AFFECTED COMMUNITY COMMITTEE
(April 2022)

Status of Committee Goals and Responsibilities (* indicates a HRSA mandate):

1. Educate consumers so they understand how to access HIV/AIDS treatment and medication. Provide information that can be understood by consumers of diverse educational backgrounds on client-centered issues.

Status:

2. Continue to get a better understanding of the needs of transgender individuals through training, attending meetings of the transgender community and more.

3. Assure participation by people living with HIV/AIDS in all Council work products.

Status:

4. *Work with other committees to coordinate Public Hearings regarding the FY 2018 How to Best Meet the Need Results & Priorities and Allocations for Ryan White Parts A and B and State Services.

Status:

5. Recruit Council applicants throughout the year.

Status:

6. Annually, review the status of committee activities identified in the current Comprehensive Plan.

Status:

Committee Chairperson

Date