

**2017 Comprehensive Plan for HIV Prevention and Care Services  
Gaps in Care & Reaching the Out of Care Workgroup**

10:00 a.m., Thursday, January 28, 2016  
Meeting Location: 2223 W. Loop South, Room #416

**AGENDA**

---

- |      |   |   |
|------|---|---|
| I.   | Call to Order   | Connie Barnes and<br>Pam Green, Co-Chairs           |
|      | A. Welcome  |   |
|      | B. Moment of Reflection   |   |
|      | C. Introductions  |   |
|      | D. Adoption of the Agenda   |   |
| II.  | Orientation: 2017 Comprehensive Planning Process  | Amber Harbolt, Health<br>Planner, Office of Support |
|      | A. Refresher on Organizational Structure  |   |
|      | B. Review Membership Requirements, Voting Rules,<br>and Quorum  |   |
|      | C. Comprehensive Plan Development Timeline  |   |
|      | D. Role of the Gaps in Care & Reaching the Out of<br>Care Workgroup   |   |
| III. | Review 2017 Comprehensive Plan Foundational Documents   |   |
|      | A. Vision & Mission   |   |
|      | B. Guiding Principles   |   |
|      | C. Goals  |   |
| IV.  | Next Steps  | Connie Barnes and<br>Pam Green, Co-Chairs           |
|      | A. Set regular meeting schedule   |   |
|      | B. What to Expect at the Next Meeting   |   |
|      | 1. Review progress on the 2012 Comprehensive Plan<br>Gaps in Care & Reaching the Out of Care Activities and<br>Benchmarks |   |
| V.   | Announcements   |   |
| VI.  | Adjourn   |   |

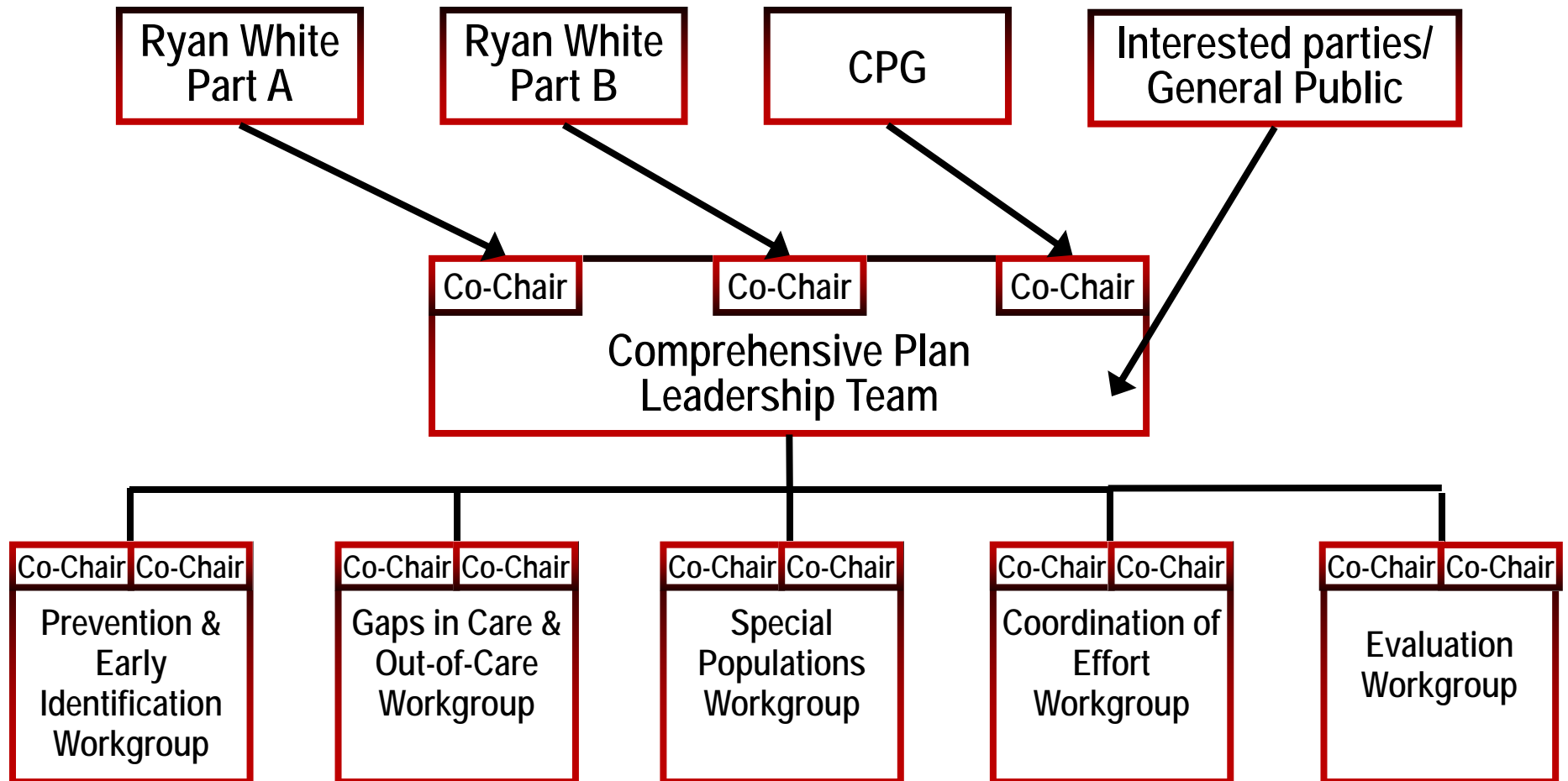
---

*The 2017 Comprehensive Plan for HIV Prevention and Care Services is a collaborative project of the*

♦ Houston Health Department      ♦ HIV Prevention Community Planning Group      ♦ Ryan White Planning Council  
♦ Harris County Public Health & Environmental Services      ♦ Ryan White Grant Administration      ♦ The Resource Group

♦ Meetings hosted by the Ryan White Planning Council 2223 W. Loop South, #240; Houston, TX 77027 ♦  
Ph: 713 572-3724 Fax: 713 572-3740 TTY: 713 572-2614 Web: [www.rwpcHouston.org](http://www.rwpcHouston.org)

# Comprehensive Planning Structure



# **2017 Comprehensive HIV/AIDS Service Plan**

## **Leadership Team**

### **Membership Requirements, Voting Rules and Quorum**

(Approved by the Leadership Team 10-29-15)

Quorum for the Leadership Team is defined as:

- *1 representative from 3 of the 5 workgroups (see below\*).*
- *7 additional Team members (including a Leadership Team co-chair).*
- *Of these 10, at least 2 must be PWAs (not including a chair).*
- *Of these 10, there must be a representative of:*
  - *Part A: 1 member of the Houston Ryan White Planning Council*
  - *Part B: 1 representative of a funded agency, volunteer or staff member*
  - *Community Planning Group (CPG): 1 member or staff member*

Voting Rules are as follows:

- *No voting at a member's first meeting (with the exception of the first meeting).*
- *Each agency gets one vote. This is based upon employment and applies even if a member of the Team is not representing the agency where they are employed.*
- *No more than 2 consecutive absences (either excused or unexcused)*

*Members must email Diane Beck (diane.beck@hctx.net) or call the Office of Support (713-572-3724) at least one day in advance, except in an emergency. If a member does not email or call in, they are unexcused.*

**\*The 2017 Comprehensive HIV Services Plan Workgroups are:**

- Evaluation
- Coordination of Effort
- Gaps in Care and Out-of-Care
- Prevention and Early Identification
- Special Populations

Comprehensive Plan and Needs Assessment Group Activities Timeline  
October 2015 – September 2016

Revised 10-29-15

	Oct 2015	Nov 2015	Dec 2015	Jan 2015	Feb 2016	Mar 2016
Comprehensive Plan (CP) Activities	<ul style="list-style-type: none"> <li>CP Leadership Team convenes; adopts membership, voting rules &amp; quorum requirements; orientation to 2017-2021 comprehensive planning process, sets meeting schedule; ad-hoc Strategy WG co-chair assignments made</li> </ul>	<ul style="list-style-type: none"> <li>CP Leadership Team reviews recommendations, identifies broad mission/vision, guiding principles, &amp; goals</li> <li>PEI, Gaps, SP &amp; COE WGs convene</li> </ul>	<ul style="list-style-type: none"> <li>PEI, Gaps, SP &amp; COE WGs convene</li> </ul>	<ul style="list-style-type: none"> <li>No meeting – RWPC Orientation</li> </ul>	<ul style="list-style-type: none"> <li>Eval WG conducts for Y4 evaluation</li> <li>PEI, Gaps, SP &amp; COE WGs convene</li> </ul>	<ul style="list-style-type: none"> <li>PEI, Gaps, SP &amp; COE WGs convene</li> <li>CP Leadership convenes for CP mid-development update</li> </ul>
Needs Assessment (NA) Activities	<ul style="list-style-type: none"> <li>NAG meets to design NA process</li> </ul>	<ul style="list-style-type: none"> <li>Survey WG creates survey tool</li> <li>Epi WG convenes to create sampling plan</li> <li>NAG approves survey tool and sampling plan</li> <li>NA data collection and entry begins</li> </ul>	<ul style="list-style-type: none"> <li>Analysis WG convenes to adoption of principles for data analysis</li> <li>NAG approves Epi Profile</li> <li>NA data collection and entry continues</li> </ul>	<ul style="list-style-type: none"> <li>NA data collection and entry continues</li> </ul>	<ul style="list-style-type: none"> <li>NA data collection and entry continues</li> </ul>	<ul style="list-style-type: none"> <li>NA data collection and entry continues</li> </ul>
	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016
Comprehensive Plan (CP) Activities	<ul style="list-style-type: none"> <li>PEI, Gaps, SP &amp; COE WGs convene</li> <li>Y4 Evaluation Report approved</li> </ul>	<ul style="list-style-type: none"> <li>PEI, Gaps, SP &amp; COE WGs convene</li> <li>Eval WG convenes to develop evaluation and monitoring process for next CP</li> </ul>	<ul style="list-style-type: none"> <li>PEI, Gaps, SP &amp; COE WGs convene</li> <li>CP Leadership Team reviews first draft of CP sections (except NA section)</li> <li>Community review of first draft of new CP (except NA section)</li> </ul>	<ul style="list-style-type: none"> <li>Community review of CP final draft</li> <li>CP Leadership Team reviews/approves final draft of CP</li> <li>Gather CP concurrence from community partners</li> </ul>	<ul style="list-style-type: none"> <li><b>CP approved</b></li> <li>Early submission of CP?</li> </ul>	<ul style="list-style-type: none"> <li><b>Deadline for CP submission to HRSA and CDC</b></li> <li>Eval WG convenes for Y5 mid evaluation</li> </ul>
Needs Assessment (NA) Activities	<ul style="list-style-type: none"> <li>NA data collection and entry ends</li> <li>Analysis WG convenes to review preliminary findings</li> <li>NA data cleaning and NA data analysis</li> </ul>	<ul style="list-style-type: none"> <li>NA data analysis; write brief report</li> <li>NAG reviews/approves NA report</li> </ul>		<ul style="list-style-type: none"> <li><b>NA report approved</b></li> </ul>	No activities	No activities

Acronyms & Abbreviations Used: CDC=Centers for Disease Control & Prevention; COE=Coordination of Effort; Epi=Epidemiology/Epidemiological; Eval=Evaluation; Gaps=Gaps in Care; HRSA=Health Resource and Services Administration; NAG=Needs Assessment Group; PEI=Prevention & Early Identification; SP=Special Populations; RWPC=Ryan White Planning Council; WG=Workgroup

# 2017 Comprehensive Plan for HIV Prevention and Care Services

## WORKGROUP DESCRIPTIONS & MEETING SCHEDULE

### **Leadership Team – Next meeting: February 3, 2016 @ 3:00 p.m.**

- Serve as the “steering committee” of the entire planning process.
- Guide the overall process by provide ongoing feedback on structure, timeline, outputs, etc.
- Provide the “big picture” perspective on HIV prevention and care services by reviewing mission, vision, values, guiding principles, and overall HIV prevention and care goals.
- Help identify individuals to serve on other Workgroups.
- Participate in the design of the community vetting process (e.g., community meetings, etc.).
- Review and provide feedback on draft sections of the plan.
- Facilitate review of and concurrence with the plan by agency leadership.

### **Evaluation Workgroup – First meeting: TBA**

- Assist in the design of a process to evaluate the status of the 2017 Comprehensive HIV Services Plan; review evaluation results and make recommendations regarding continued areas of need.
- Provide guidance on data collection methods for the planning process, including identifying data sources, locating secondary and/or collecting primary data, and advising on data analysis and findings for the Leadership Team and other Workgroups.
- Review various outcome measures, targets, and other quantitative indicators for use in effectively monitoring the goals and objectives developed through the planning process.
- Assist in assuring alignment of 2017 HIV prevention and care goals, objectives, and performance measures with other local, state, and national initiatives and plans.
- Assist in the design of the Evaluation and Monitoring Plan for the 2017 plan.

### **Gaps in Care & Out-of-Care Workgroup – First meeting: January 28, 2016 @ 10:00 a.m.**

- Identify goals regarding individuals who are *aware* of their HIV status but who are *not in care* (i.e., meeting unmet need) with an emphasis on ways to improve retention in care.
- Propose solutions for closing gaps in the current system of HIV prevention and care services in Houston.
- Propose solutions for addressing overlaps, or duplication, of services in the current system.

### **Prevention & Early Identification Workgroup – Next meeting: February 2, 2016 @ 3:00 p.m.**

- Identify goals regarding individuals who are *unaware* of their HIV status (EIIHA) with an emphasis on:
  - Identifying individuals who are HIV-positive
  - Informing individuals of their HIV status
  - Referring individuals to needed services
  - Providing linkages to HIV care
- Propose ways to better coordinate efforts between Ryan White programs and prevention programs, including:
  - HIV prevention
  - Partner notification initiatives
  - Prevention with positives
  - STD prevention
  - Hepatitis prevention

---

*The 2017 Comprehensive Plan for HIV Prevention and Care Services is a collaborative project of the*

♦ Houston Health Department      ♦ HIV Prevention Community Planning Group      ♦ Ryan White Planning Council  
♦ Harris County Public Health & Environmental Services      ♦ Ryan White Grant Administration      ♦ The Resource Group

♦ Meetings hosted by the Ryan White Planning Council 2223 W. Loop South, #240; Houston, TX 77027 ♦  
Ph: 713 572-3724 Fax: 713 572-3740 TTY: 713 572-2614 Web: [www.rwpcHouston.org](http://www.rwpcHouston.org)

---

### **Special Populations Workgroup – Next meeting: January 22, 2016 @ 9:00 a.m.**

---

- Identify any emerging special populations not included in the 2012 Comprehensive Plan (adolescents, injection drug users, homeless, transgender); selection of emerging special populations must be data-driven.
- Identify goals for improving HIV prevention and care for members of special populations.
- Propose solutions for meeting the HIV prevention and care services needs of each special population.

---

### **Coordination of Effort Workgroup – Next meeting: February 2, 2016 @ 10:00 a.m.**

---

- Identify goals for ensuring optimal access to prevention and care through enhanced coordination *within* the HIV Prevention Program and Ryan White Program “Parts”
- Propose ways to better coordinate efforts *between* prevention and Ryan White programs and other community service provider, including:
  - Public Providers:
    - Medicare
    - Medicaid
    - State Children’s Health Insurance Program
    - Federally Qualified Health Centers
  - Private Providers
  - Substance Abuse Treatment Programs and Facilities
- As time allows, propose ways to better coordinate efforts *between* Ryan White programs and “non-traditional” partners (e.g., those agencies, organizations, or programs that are not providing direct HIV services but who may be reaching people living with HIV/AIDS for other reasons, health care services, or needs).

---

### **Expectations of Workgroup Members**

---

- Attend Workgroup meetings on a schedule to be determined by the members.
- Participate in activities conducted during Workgroup meetings.
- Complete assignments made at Workgroup meetings according to established timelines.
- Provide feedback on Workgroup deliverables.
- Participate in the community vetting process.
- Review and provide feedback on draft sections of the plan.

In addition to the above activities, Workgroup Co-Chairs will:

- Facilitate monthly meetings in accordance with Robert’s Rules of Order and Open Meeting Law.
- As needed, represent the Workgroup to the Leadership Team and others.
- As needed, fill gaps in the assignments of other Workgroup members.

---

*The 2017 Comprehensive Plan for HIV Prevention and Care Services is a collaborative project of the*

♦ Houston Health Department      ♦ HIV Prevention Community Planning Group      ♦ Ryan White Planning Council  
♦ Harris County Public Health & Environmental Services      ♦ Ryan White Grant Administration      ♦ The Resource Group

♦ Meetings hosted by the Ryan White Planning Council 2223 W. Loop South, #240; Houston, TX 77027 ♦  
Ph: 713 572-3724 Fax: 713 572-3740 TTY: 713 572-2614 Web: [www.rwpcHouston.org](http://www.rwpcHouston.org)

# **2017 Comprehensive Plan Vision and Mission**

(Approved by the Leadership Team 12-02-15)

## **Vision**

The greater Houston Area will become a community with an enhanced system of HIV prevention and care. New HIV infections will be reduced to zero. Should new HIV infections occur, every person, regardless of sex, race, color, ethnicity, national origin, age, familial status, marital status, military status, religion, disability, sexual orientation, genetic information, gender identity, pregnancy, or socio-economic circumstance, will have unfettered access to high-quality, life-extending care, free of stigma and discrimination.

## **Mission**

The mission of the Houston Area Comprehensive HIV Prevention and Care Services Plan for 2017-2021 is to work in partnership with the community to provide an effective system of HIV prevention and care services that best meets the needs of populations living with, affected by, or at risk for HIV.

# 2017 Comprehensive Plan Guiding Principles

(Approved by the Leadership Team 12-02-15)

## Guiding Principles

The development of the 2017 Comprehensive Plan will be guided by 10 core principles; that the plan and planning process will:

1. Fully integrate the perspectives, needs, and priorities of both HIV prevention and HIV care.
2. Align with local, state, and national HIV prevention and care plans and initiatives.
3. Be cognizant of changes occurring in the national health care delivery system resulting from the *Patient Protection and Affordable Care Act of 2010* and the Ryan White HIV/AIDS Treatment Extension Act.
4. Assess strategies, including those used internationally, that have effectively reduced HIV infection and could be implemented locally.
5. Assure that federal expectations for Houston Area comprehensive planning and the required deliverables are met while still allowing new or emerging critical areas of need and innovation to be considered.
6. Produce Specific, Measurable, Achievable, Realistic, and Time-phased (SMART) objectives that can be used to guide priority-setting, resource allocation, scopes of work, quality improvement, and other decision-making activities of the Houston Area planning bodies and administrative agents.
7. Balance the need to be comprehensive, data-driven, and reflective of new science, theory, and models with the need for efficiency in regards to resources and timelines.
8. Recognize the importance of and provide opportunities for participation by non-AIDS-service organizations and other non-traditional partners.
9. Honor the populations most impacted by HIV, including the underserved in response to the epidemic's impact on minority and hard-to-reach populations, and those who are uniquely vulnerable to HIV infection due to social, economic, cultural, or structural barriers.
10. Engage with and ensure that people living with and at risk for HIV as well as consumers of prevention and care services have a central voice, clear understanding, and full involvement throughout the process.



# 2017-2021 Comprehensive Plan Goals

(Approved by the Leadership Team 1-13-16)

## Goals

To make progress toward an ideal system of HIV prevention and care for the Houston Area, we must:

1. Increase community mobilization around HIV in the Greater Houston Area
2. Prevent and reduce new HIV infections
3. Ensure that all people living with or at risk for HIV have access to early and continuous HIV prevention and care services
4. Reduce the effect of co-occurring conditions that hinder HIV prevention behaviors and adherence to care
5. Reduce disparities in the Houston Area HIV epidemic and address the needs of vulnerable populations
6. Increase community knowledge around HIV in the Greater Houston Area.

<p>UPDATED: 12/31/15</p> <p>All meetings subject to change. Please call in advance to confirm: 713 572-3724.</p> <p><i>Unless otherwise noted, meetings are held at:</i></p> <p>2223 W. Loop South, Suite 240 Houston, TX 77027</p>	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b> 3:00 pm Prevention and Early Identification Wg Room #416	<b>3</b> 3:00 pm Comprehensive Plan Leadership Team Room # 532	<b>4</b> 12 noon Steering Committee Room #240	<b>5</b>	<b>6</b>
	<b>7</b> National Black HIV/AIDS Awareness Day	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> 12 noon Planning Council Room #532	<b>12</b> 10:00 am Coordination of Effort Workgroup Room #416	<b>13</b>
	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	<b>28</b>	<b>29</b>					

**February  
2016**