

Houston Area HIV Services Ryan White Planning Council

Project LEAP Advisory Committee Meeting

12 noon, Monday, November 6, 2017

Meeting Location: 2223 West Loop South, Room 240

Houston, Texas 77027

AGENDA

- I. Call to Order Teresa Pruitt, Co-Chair
 - A. Moment of Reflection
 - B. Adoption of the Agenda
 - C. Approval of the Minutes

- 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/AIDS 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/AIDS 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 person with HIV/AIDS", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization)

- III. 2017 Project LEAP Amber Harbolt
Tori Williams
 - A. Evaluation
 - B. Budget

- IV. 2017 Project LEAP Tori Williams
 - A. Role of the Advisory Committee
 - B. 2018 Class Timeline: April – July
 - C. Co-sponsorship
 - D. 2018 Project LEAP Service Definition

- V. 2018 Project LEAP Student Recruitment Amber Harbolt
 - A. Student Selection Criteria
 - B. Recruitment Strategies & Contests
 - C. Application Forms: Available January

- VI. Announcements

- VII. Adjourn

Houston Area HIV Services Ryan White Planning Council

Project L.E.A.P. Advisory Committee Meeting

11:00 a.m., Monday, July 10, 2017

Meeting Location: 2223 West Loop South, Suite 240; Houston, Texas 77027

Minutes

Members Present	Members Absent	Others Present
Teresa Pruitt, Co-Chair	Alan Murray	Tori Williams, Office of Support
Tracy Gorden, Co-Chair	Isis Torrente, excused	Amber Harbolt, Office of Support
Alex Moses	Robert Noble, excused	Diane Beck, Office of Support
Angela F. Hawkins	Steven Vargas	
Curtis Bellard	Venita Ray	
Denis Kelly		
Herman Finley		
John Poole		
Johnny Deal		
Rodney Mills		
Tana Pradia		

Call to Order: Teresa Pruitt, Co-Chair, called the meeting to order at 11:07 a.m. and asked for a moment of reflection.

Adoption of the Agenda: **Motion #1:** *it was moved and seconded (Bellard/Pradia) to adopt the agenda. Motion carried.*

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Finley/Moses) to approve the January 30, 2017 minutes. Motion carried.* Abstentions: Bellard, Mills, Poole.

Public Comment: None.

Project LEAP 2017 Updates: Williams said that it is a robust class this year, with both a morning and evening class, unlike the last few years. A number of students dropped out early on due to gaining employment. There are 22 students who will graduate this year. Harbolt reviewed the Mid-Point Evaluation dated 07/10/2017, see attached.

Graduation: Williams said that graduation will be on July 26, 2017 at the United Way. It will not be a Project LEAP reunion like we did last year. Volunteers should wear their black RWPC polo shirt. Those volunteering to help at the event include:

Greeters:	Bellard
Beverage servers:	Pradia, Poole
Food servers:	Gorden, Pruitt (and Tim), Kelly
Clean up:	

Williams will contact others for additional volunteers. She distributed an invitation and ticket to all of the volunteers.

Announcements: None.

Adjourn: The meeting was adjourned at 12:33 p.m. Committee members stayed after to roll silverware and assemble centerpieces.

DRAFT



**Houston Area HIV Services Ryan White Planning Council
Office of Support**

2017 Project LEAP Final Report

Approved: Pending

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**Houston Area HIV Services Ryan White Planning Council
Office of Support
2017 Project LEAP Final Report**

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Introduction

“Project LEAP” (*Learning, Empowerment, Advocacy and Participation*) is a locally defined HRSA-funded Service Category for the Houston EMA. Its purpose is to “increase the number and effectiveness of people living with HIV (PLWH) and affected others who can participate in organizations, councils, and committees dealing with the allocation of public funds for HIV-related prevention and care services,” with an emphasis on increasing participation in the EMA’s two local Planning Bodies, the Ryan White Planning Council (RWPC) and the Houston HIV Prevention Community Planning Group (CPG).

Project LEAP is currently designed as a weekly class spanning 16 weeks including classroom training, out-of-class time observation, and experiential community-based learning. On the 17th week, students are recognized through a graduation ceremony and encouraged to apply to RWP and CPG. Annually, the RWPC reviews and makes recommendations for the Project LEAP Service Definition based on program results and student needs. An External Advisory Panel consisting of representatives from the RWPC, CPG, and Project LEAP alumni also advises Project LEAP.

Beginning in 2012, the RWPC Office of Support (OS) assumed responsibility for planning, implementing, and evaluating Project LEAP, including student recruitment, syllabus design, and course facilitation. In its pilot year as an Office of Support project, 29 students enrolled in the program, and 24 students graduated (for an 83% graduation rate). Of graduates, 63% were consumers living with HIV, and 63% applied for either RWPC or CPG membership. Staff conducted the pilot was also conducted at a savings of over \$38,000 compared to prior contracted providers.

This report summarizes results from the 2017 Project LEAP cohort, including the ways in which the 2017 syllabus met the objectives outlined in the RWPC-approved Service Definition, the extent of the program’s achievement in increasing the knowledge and skills of PLWH and affected individuals, and lessons learned for future program implementation.

Obj. 1: Contact Hours Requirements

From the FY17 Project LEAP Service Definition:

Since 2013, Project LEAP has been designed to include multiple experiential community-based learning opportunities, including direct observations of Planning Body activities. To ensure each Project LEAP student has the same opportunity for community-based learning activities, the FY17 Project LEAP Service Definition requires contact hours for out-of-class time and service learning. The approved contact hours for Project LEAP are as follows:

- A minimum of one day class will be provided during the [program]
- If a minimum of 5 PLWH, non-conflicted individuals apply for, and are accepted into, an evening class, then day and evening classes will be provided during the term of this agreement. Each class will include graduation and at least:
 1. 44 contact hours of classroom training;
 2. 12 hours of participation in RWPC or CPG meetings or activities; and participation in HIV-related community meetings and activities

From the 2017 Project LEAP Syllabus:

- Two classes were held each week from April 5 – July 19, 2017 (**Figure 1**), including:
 1. 48 hours of classroom training;
 2. 12 hours of participation in RWPC or CPG meetings or activities; and participation in HIV-related community activities;
- For a total of 60 hours of instruction. This is 3 hours *more per class* than the Service Definition requirement.
- A graduation dinner and ceremony was held on July 26, 2017.

Figure 1: Project LEAP Contact Hours, 2017

	FY17 Service Definition (approved 12-08-16)	2016 Project LEAP Syllabus (conducted 4-5-17 through 7-19-17)	
Requirement	Number of Hours	Number of Hours	Method
Graduation	n/a	n/a	Graduation ceremony held 7-26-17
Classroom training	44	52	12 weekly classroom sessions conducted at 4 hours/session; 4 hours of classroom sessions before RWPC, and P&A Committee mtgs
PC/Community participation	12	10*	Student attendance at 1 RWPC mtg (2 hrs), 1 P&A Committee mtg (2 hrs), 1 community mtg (2 hrs), and participation in 1 volunteer shift at an HIV testing event (4 hrs)
Total per class	56	62	
<i>Number of classes</i>	≤2	2	
Total contact hours	56-112	124	

*Due to changes in scheduling, students were unable to attend a CPG meeting on 5-24-17, as originally stated in the course curriculum.

Obj. 1: Curriculum Requirements

FY17 Project LEAP Service Definition curriculum requirements met through curriculum:

1. Information on the sources & purposes of HIV service funds in the Houston EMA/HSDA

- Week #2 (4/12/17): Panel – Barriers to Reaching, Linking, & Retention in Care (Epidemiology Overview & Special Populations (Meyer, Stoker, Sierra, Koroma, & Johnson)
- Week #3 (4/19/17): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (Williams)
- Week #7 (5/17/17): HIV Prevention Program: CDC to CPG Panel (Wiley, Blue, & Townsend)
- Week #9 (5/31/17): Overview of Housing Opportunities for People with HIV/AIDS (Schultz)
- Week #12 (6/21/17): Attendance at Priorities & Allocations (P&A) Committee meeting (Williams)

2. Structure, functions, & procedures of the RWPC/CPG

- Week #1 (4/6/16): History of HIV in the Houston Area Interactive Exercise (Vargas & Williams)
- Week #3 (4/19/17): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (Williams)
- Week #3 (4/19/17): PB & Jelly Exercise (Function of Policies & Procedures) (Harbolt)
- Week #10 (6/8/17): Attendance at Ryan White Planning Council (RWPC) meeting
- Week #11 (6/14/17): Training and Exercise on the P&A Process (Williams)
- Week #11 (6/14/17): Organizing Graduation/Robert's Rules of Order Practice (Williams)
- Week #15 (7/12/17): Project LEAP to Planning Body (Ross, Gorden, Escamilla, Blue, & Kelly)
- Week #15 (7/12/17): RWPC and CPG Application Process (Williams)
- Week #16 (7/19/17): RWPC & COI Refresher and Mock Interviews (Williams & Harbolt)

3. Training & skills building in needs assessments, parliamentary procedures & meeting management, presentation skills, accessing & utilizing resources and role models, & organizational participation & conduct

- Week #2 (4/12/17): Introduction to Robert's Rules of Order (Williams)
 - Week #2 (4/12/17): LEAP Special Study Project Survey Development (Harbolt)
 - Week #3 (4/19/17): LEAP Special Study Project – Survey Skills Training (Harbolt)
 - Week #4 (4/26/17): Robert's Rules of Order Exercise (Williams)
 - Week #4 (4/26/17): Community Needs Assessment (Harbolt)
 - Week #5 (5/3/17): Leadership Skills and Team Building (Alexander)
 - Week #6 (5/10/17): Speakers Related to Survey Topics (Keizman & Vargas)
 - Week #7 (5/17/17): LEAP Special Study Project – Analyze Survey Data (Harbolt)
 - Week #9 (5/31/17): LEAP Special Study Project –Presentation Practice (Harbolt)
 - Week #10 (6/8/17): Presentation of LEAP Special Study Project to RWPC
 - Week #13 (7/28/17): Advocacy 101 (Ray)
 - Week #13 (7/28/17): Training on HIV Resources/Blue Book Treasure Hunt (Beck & Williams)
 - Week #16 (7/19/17): Community Meeting Report-Backs (Williams)
 - Week #16 (7/19/17): Leadership and Self-Deception (Goodie) – evening class only
- Ongoing: Weekly designation of meeting chairs, weekly practice with Robert's Rules and following meeting agendas, regular in-class small/large-group activities requiring student presentations*

4. Training on HIV-related Standards of Care, quality assurance methods, & HRSA service category definitions

- Week #3 (4/19/17): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (Williams)
- Week #4 (4/26/17): Comprehensive HIV Planning (Harbolt)
- Week #4 (4/26/17): HIV Continuum of Care (Harbolt)
- Week #15 (7/12/17): Training on Standards of Care and Performance Measures (Harbolt)

Obj. 2: Class Composition vs. Current HIV Prevalence

From the FY17 Project LEAP Service Definition:

- Enroll a minimum of 12 (20 if evening class) PLWH individuals, and no more than six (6) (10 if evening class) affected others in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA.
- The race, ethnicity, and gender composition of the classes must reflect current local HIV prevalence data to the extent feasible.
- Endeavor to enroll individuals from groups that are disproportionately affected by HIV disease, including youth and transgender PLWH.

From the 2017 Project LEAP Cohort (**Figure 2**):

- 21 PLWH and 11 affected others were enrolled at the beginning of the 2017 Project LEAP program.
- Of graduating students, 11 were PLWH, and 11 were affected (50% each).
- Compared to HIV prevalence proportions for the Houston EMA, a greater proportion of black, non-Hispanic (53%) and Hispanic (31%) students enrolled in the program, and a greater proportion of black non-Hispanic students graduated from the program (59%).
- No youth enrolled in the program in 2017.
- One transgender student enrolled in the program and graduated.

Figure 2: Project LEAP Class Composition, 2017

	EMA HIV Prevalence (as of 12/31/15)		2017 Project LEAP Enrollees (as of 4/6/17)		2017 Project LEAP PLWH Enrollees (as of 4/6/17)		2017 Project LEAP Graduates (as of 7/26/17)	
	#	%	#	%	#	%	#	%
Race/Ethnicity								
White, not Hispanic	5,228	20	4	13	3	14	2	9
Black, not Hispanic	13,226	49	17	53	13	62	13	59
Hispanic	7,445	28	10	31	5	24	6	27
Other/Unknown	1,064	4	1	3	0	0	1	5
Total	27,023	100	32	100	21	100	22	100
Sex								
Male	20,255	75	13	41	10	50	8	36
Female	6,768	25	18	56	10	50	13	59
Transgender	n/a	n/a	1	3	*	*	1	5
Total	27,023	100	32	100	20	100	22	100
Age								
13 – 24 years	1,302	5	0	0	0	0	0	0
Total	1,302	5	0	0	0	0	0	0

*Data suppressed to maintain confidentiality

Obj. 2: Course Completion

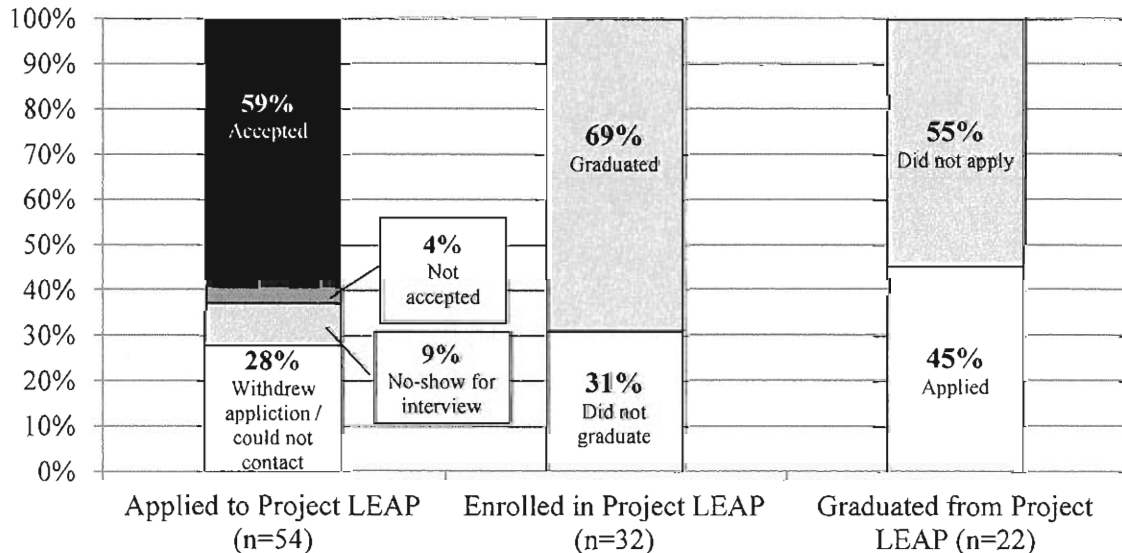
From the FY17 Project LEAP Service Definition:

- Enroll a minimum of 12 (20 if evening class) PLWH individuals, and no more than six (6) (10 if evening class) affected others in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA.
- Establish realistic training schedules that accommodate varying health situations of participants.

From the 2017 Project LEAP Cohort (**Figures 3**):

- 54 individuals applied for 2017 Project LEAP; 15 applicants withdrew from the interview process or could not be contacted after they applied. The remaining 39 applicants had interviews scheduled. Five applicants did not show up for their interviews, two applicants were interviewed but not accepted into the program, and 32 applicants were enrolled.
- Out of the 32 students enrolled, 22 graduated from the program, for a graduation rate of 69%. Reasons for attrition were conflicts with other priorities and medical concerns that prevented attendance. Five students enrolled, but never attended class. An additional five students attended classes, but did not complete the course.
- Average weekly class size was 12 students for the morning class, and 10 students for the evening class. Weeks involving off-site locations, alternate days/times, or with inclement weather correlated with higher absences. Two students had perfect attendance.
- When asked about next steps after Project LEAP, 74% of graduates planned to apply to RWPC or an External Committee; 47% planned to apply to CPG, 37% planned to join a Community Advisory Board (**CAB**), 58% planned to join a Task Force, and 32% planned to sign up for the Positive Organizing Project.
- Ten students (or 45% of the graduating class) submitted applications to RWPC for PC (8) and/or External Committee (9) membership. As of October 2017, nine graduates and one 2014 Project LEAP graduate have been appointed as External Committee members.

Figure 3: Project LEAP Application, Enrollment, and Course Completion, 2017



Obj. 2: Pre/Post-Training Evaluation

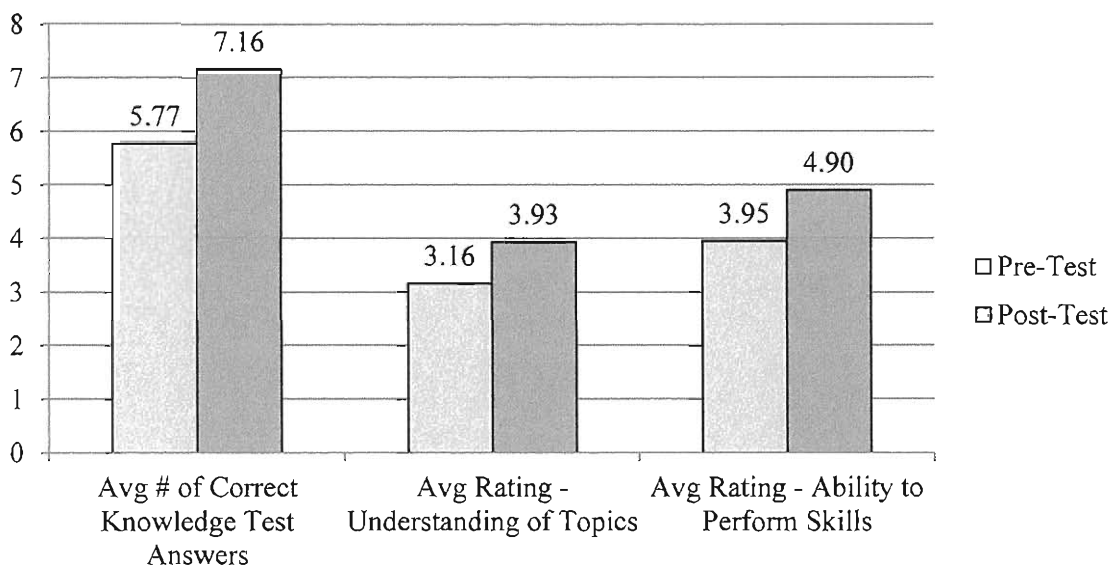
From the FY17 Project LEAP Service Definition:

- Conduct a pre-training evaluation to determine knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes.
- Conduct a post-training evaluation to measure change.

From the 2017 Project LEAP Cohort:

- A matched pre-training and post-training evaluation was conducted at Weeks 1 and 16. The evaluation tool (**See Attachment**) included the following:
 1. A 10-item fact-based multiple choice quiz specific to Service Definition topics measuring change in knowledge;
 2. A self-assessment of understanding of Service Definition topics (1 = “not well”; 5 = “very well”) measuring self-assessed change in understanding; and
 3. A self-assessment of ability to perform the skills or activities required by the Service Definition (1 = “not well”; 5 = “very well”) measuring self-assessed change in skills.
- 97% of the graduating class was evaluated at both pre and post with the following results (**Figure 4**):
 1. The average number of correct answers to the fact-based multiple choice questions increased from 5.77 to 7.16, or a 24% increase in average knowledge test scores.
 2. The average self-assessment rating of understanding increased from 2.30 to 4.40 (out of 5), or a 91% increase in self-assessed understanding.
 3. The average self-assessment rating of ability to perform skills or activities increased from 3.16 to 3.93 (out of 5), or a 24% increase in self-assessed skills.
 4. As in previous years, the greatest improvements occurred in: knowledge of the purpose of the RW program and RWPC activities; understanding of the structure and function of the RWPC; and ability to effectively use Robert’s Rules of Order.

Figure 4: Project LEAP Pre/Post-Training Evaluation Results, 2017



Obj. 2: Process Evaluation and Lessons Learned

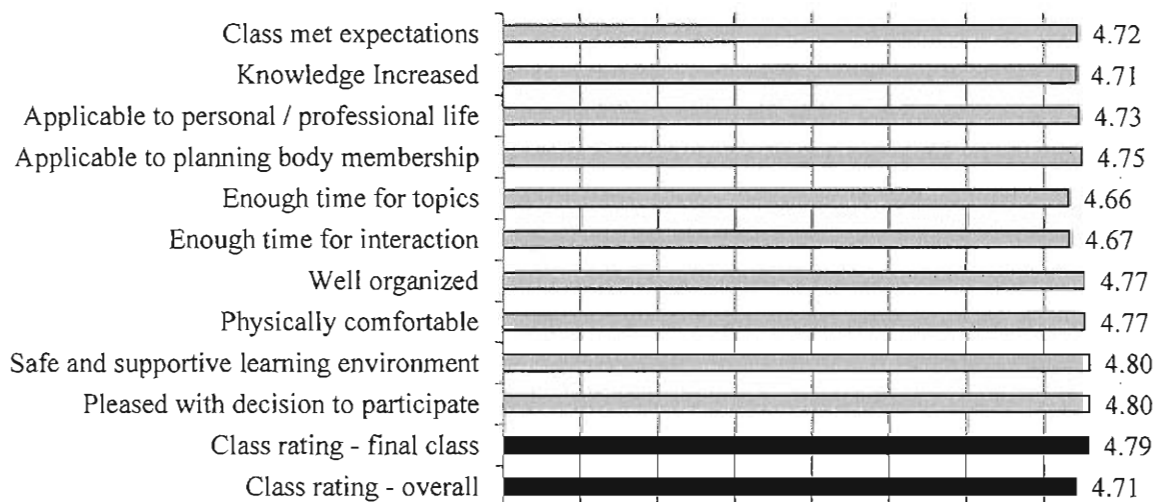
From the FY17 Project LEAP Service Definition:

- Enhance the participation of PLWH and affected persons participating in this project.
- Provide both lecture and hands-on experiential class activities to enable participants to maximize opportunities for learning.

From the 2017 Project LEAP Syllabus and Cohort:

- A variety of teaching methods was employed to meet the Service Definition:
 1. *Lectures*: included 27 guest speakers (in addition to three Office of Support staff/facilitators)
 2. *Hands-on activities*: 100% of classroom sessions included an interactive activity (e.g., Robert’s Rules practice, team-building activities, group discussion, and report-back)
 3. *Experiential activities*: Graduation requirements included a special study project, attendance at a community meeting, and a volunteer shift at an HIV testing event. Two weeks of class occurred at a RWPC or Committee related function.
- Staff assessed course instruction quality was weekly. (**Figure 5**)
 1. In general, average ratings were highly favorable, with an average rating heavily skewed toward “Strongly Agree” in all quality measures assessed.
 2. The highest ratings indicate that, generally, students felt the Project LEAP class was a safe and supportive learning environment (4.80/5), were pleased with their decision to participate in Project LEAP (4.80/5), and found the class to be well organized and physically comfortable (each 4.77/5).
 3. Though still very high, lower ratings indicate students thought there was not always enough time to fully address topics (4.66/5) or interact with classmates (4.67/5).
 4. Overall, classes received an average rating of 4.71/5. The final class received an average rating of 4.79/5.

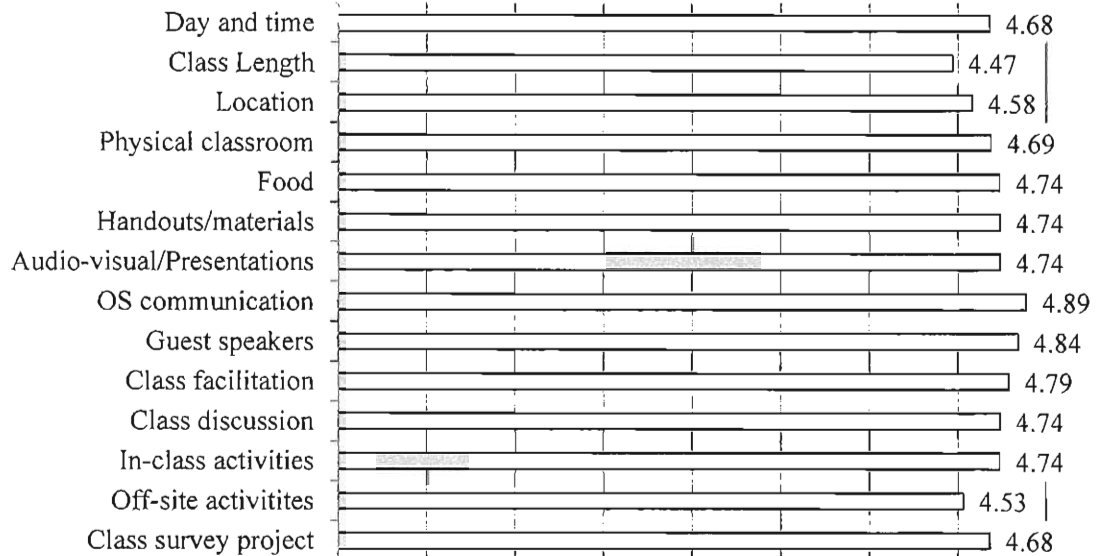
Figure 5: Project LEAP Weekly Evaluation Results, Average Ratings (1=Strongly Disagree, 5=Strongly Agree; Class Rating, 1=Poor, 5=Excellent), 2017



Obj. 2: Process Evaluation and Lessons Learned (Con't)

- Staff assessed course logistics quality at the mid-point and end of the course. **(Figure 6)**
 1. Most logistics elements showed no significant changes between the mid-point (not shown) and end-point evaluations, except a slight improvement in the food/drinks provided.
 2. Average ratings were highly favorable, with all course logistics elements rated “Very Good” (7%) or “Excellent” (93%).

Figure 6: Project LEAP Logistics, Evaluation Ratings (1=Very Poor, 5=Excellent), 2017



- General impressions of course quality were measured at the mid-point and end-point. As of the final Project LEAP 2017 class:
 1. 100% of students felt better able to be productive planning body members following Project LEAP.
 2. 100% of students were pleased with their decision to participate in Project LEAP and would recommend Project LEAP to someone else.
 3. 100% of students agreed or strongly agreed that Project LEAP made them more knowledgeable about HIV prevention and care services planning.
- Staff collected qualitative data at the mid-point and end-point with an open-ended question inviting students to suggest ways of making Project LEAP even better in the future:
 1. Give speakers more time for their presentations and questions
 2. Offer longer classes / weekend classes / classes in Spanish
 3. Continue engaging students in current events, update presentations, and avoid stigmatizing language
 4. Provide “refreshers” on previous classes the following week, and briefly review the course (all weeks) on the last day of class.
 5. Shorten evaluations

Most responses complemented the quality of the class and course content.

“Project LEAP Means I Can Be a Confident Knowledgeable Voice for the PLWH Community”: The Life-Changing Impact of Project LEAP

Near the end of the course, the 2017 Project LEAP students were asked to share the impact of the program had on their lives. The quotes were displayed in a presentation that played during the graduation ceremony. The following quotes convey sentiments shared by many of the students:

- “I have learned a lot. New challenges, new feelings and big hope for the future. Project LEAP will help me help others.”
- “Being a Project LEAP student has meant the world to me. Participating in this program has definitely expanded my knowledge in various spectrums of HIV in our community. Project LEAP has encouraged me to be more involved in the prevention of HIV. Because of Project LEAP I now have the knowledge and skills to become an advocate for the Deaf and Hard of Hearing community.”
- “This has been a thoroughly enjoyable experience for me! Today I graduate with more knowledge and understanding. Thank you Project LEAP!!!”
- “Project LEAP has furthered my understanding of the HIV epidemic in 2017, as well as the need for Ryan White funding. I have also learned how important the Ryan White Planning Council is to our community.”
- “To me, Project LEAP has meant the opportunity to learn about the current/present state of HIV on a national and local level. Project LEAP has also allowed me the opportunity to gain a better understanding and appreciation for the history and sacrifices made regarding the epidemic. Project LEAP has provided me with the knowledge and tools needed to better serve my patients and community and for that I’m so fortunate to have been a student. Thank you ☺”
- “Project LEAP is the best way to learn about all of the resources available for people living with HIV and it helps me understand the process used to award money to organizations. This class will help me become a better advocate!”
- “Project LEAP has meant the ability to gain valuable information, form unbreakable bonds and obtain great contacts to help in my advocacy work for the transgender and homeless communities.”
- “To me, Project LEAP has meant empowerment, knowledge, gaining understanding of PLWH, the RWGA system, grants available, perceptions, survey, needs assessment.”
- “Project LEAP has meant being able to learn and understand more about the HIV world. Project LEAP has also given me the knowledge and skills I need to be successful in my work field as a risk reduction supervisor.”
- “Project LEAP has empowered me to become a stronger HIV prevention and care advocate. I feel more knowledgeable and better equipped to actively participate in HIV prevention and care planning services as a result of being a Project LEAP student. I am very grateful for Project LEAP.”

“Project LEAP Means I Can Be a Confident Knowledgeable Voice for the PLWH Community”: The Life-Changing Impact of Project LEAP (Con’t)

- “Project LEAP has meant education and preparation for people with needs, when they don’t know what to do a way to know what to do. People that care, the education is thorough. Basically how to advocate, advocacy.”
- “Project Leap means... HOPE: Having the Opportunity to Provide Empowerment to my clients, friends & family.”
- “We are the ones we’ve been waiting for. Nothing about us without us!”
- “Project LEAP has meant having a supportive space to share our personal experiences and aspirations to uplift individuals and families affected by HIV, while gaining knowledge of resources available to make a difference in the community.”
- “Project LEAP means one more step towards making a difference in people’s lives by providing services from a more informed perspective.”
- “Project LEAP is a wonderful learning experience and an opportunity to be part of a great group of people who made a choice to make a positive impact in the life of fellow Houstonians.”
- “Project LEAP has given me the opportunity to see and view more closely how homeless medication is needed for them, and medical attention.”
- “Project LEAP has provided me with accurate knowledge which I can pass on to others to help them make better informed decisions about their health and safety when it involves treatment and prevention of HIV, and how I can be a more effective advocate of people living with HIV.”
- “Project LEAP has given me tools to understand HIV, and now I no longer feel it has any power over me. I am stronger than this disease.”
- “I am glad I took the Project LEAP class, I learned a lot in the class.”
- “Project LEAP has given me a lifelong guide to help me give back the knowledge I have learned.”
- “Project LEAP means I can be a confident knowledgeable voice for the PLWH community, having the ability to link the community with resources and other available tools to make a positive impact.”

Attachments

- FY17 Project LEAP Service Definition (approved 12-08-16)
- 2017 Project LEAP Course Overview
- 2017 Pre/Post-Training Evaluation Forms

Project LEAP 2017

ADVISORY COMMITTEE

Membership: Members of the Project LEAP Advisory Committee will include members of the Ryan White Planning Council, Houston Prevention Planning Group (CPG) and Project LEAP alumni.

Purpose: The Committee is responsible for:

- Assisting in curriculum development.
- Providing input into criteria for selecting Project LEAP participants.
- Helping with the development of a recruitment strategy.
- If the agency finds it difficult to find individuals that meet the criteria for participation in the Project, assisting with student recruitment.
- Reviewing the final report for the Project in order to highlight the successes and brainstorm/problem solve around issues identified in the report. The results of the review will be sent to the Ryan White Operations Committee and the next Advisory Panel.

Service Category Title: Grant Administration - Project LEAP

Unit of Service Definition:

1 unit of service = 1 class hour of training to Project L.E.A.P. participants. No other costs may be billed to the contract issued for Project LEAP.

GOAL: Agency will increase the number and effectiveness of People Living With HIV (PLWH) and the affected community who can participate in organizations, councils and committees dealing with the allocation of public funds for HIV-related prevention and care services, through an effort known as “Project LEAP” (Learning, Empowerment, Advocacy and Participation). Enrollment should include 20 to 30 persons who are living with HIV. No more than 10 individuals are to be enrolled in the training program who are affected by HIV. The race, ethnicity and gender composition of the classes must reflect current local HIV prevalence data to the extent feasible. Agency will prioritize to enroll individuals from groups that are disproportionately affected by HIV disease, including youth and transgender persons living with HIV, in Project LEAP.

Project LEAP will increase the knowledge, participation and efficacy of PLWH and affected participants through a training program specifically developed to provide PLWH and affected persons with the knowledge and skills necessary to become active, informed, and empowered members of HIV planning bodies and other groups responsible for the assessment of HIV-related prevention and service needs in the Houston EMA/HSDA. The primary focus of training is to prepare participants to be productive members of local HIV planning bodies, with an emphasis on planning activities conducted under the auspices of the Houston Ryan White Planning Council (RWPC).

Each class provided during the term of this agreement will include graduation and at least:

- A. 44 contact hours of classroom training;
- B. 6 hours of participation in Ryan White Planning Council and/or Committee related activities; and
- C. 6 hours of participation in HIV-related community activities;

no more than 2 classes at 56 hours per class. The Council-approved minimum outline for the training curriculum includes: HIV funding sources, general and specific operational procedures of HIV-related planning bodies, information regarding assessment of the needs of PLWH in the Houston EMA/HSDA, evaluation skills needed to review proposals submitted by vendors for Request for Proposals (RFP) issued by local funding sources, organizational case studies and mentoring, presentation skills, knowledge related to accessing services, overview of HIV-related quality assurance (QA) processes and parliamentary procedure/meeting management skills.

Agency will provide reimbursement of eligible expenses to participants during the period of enrollment to reimburse these participants for out of pocket costs related to their participation, limited to transportation, childcare, and meals. Agency agrees to provide Harris County Public Health (HCPH)/Ryan White Grant Administration (RWGA) and the Houston RWPC with written reports and project summaries as requested by Harris County and in a form acceptable to Harris County, regarding the progress and outcome of the project.

Agency will provide Harris County with a written report summarizing the activities accomplished during the term of the contract within thirty calendar days after the completion of this contract.

Objective 1: Agency will identify and provide training to at least 20 persons who are living with HIV and no more than 10 affected individuals in order for them to receive the necessary skills and knowledge to participate in the decision-making process to fund and allocate public money to HIV-related services in the Houston EMA/HSDA. The following training curriculum shall be provided:

1. Information on PrEP and the sources and purposes of HIV service funds in the Houston EMA/HSDA;
2. The structure, functions, policies and procedures of the Houston HIV Health Services Planning Council (Ryan White Planning Council/RWPC) and the Houston HIV Prevention Community Planning Group (CPG);
3. Specific training and skills building in needs assessments, parliamentary procedures and meeting management procedures, presentation skills, reviewing and evaluating proposals for HIV-related funding such as serving on an external review panel, accessing and utilizing support resources and role models, and competence in organizational participation and conduct; and
4. Specific training on HIV-related Standards of Care, quality assurance methods and HRSA service category definitions.

Objective 2: Agency will enhance the participation of the people living with HIV and affected persons in the decision-making process by the following documented activities:

1. Establishing realistic training schedule(s) which accommodate varying health situations of those selected participants;
2. Conducting a pre-training evaluation of participants to determine their knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area. Agency must incorporate responses from this pre-training evaluation in the final design of the course curriculum to ensure that, to the extent reasonably possible, the specific training needs of the selected participants are addressed in the curriculum;
3. Conducting a post-training evaluation to measure the change in participants knowledge and beliefs concerning HIV disease and understanding of HIV-related funding processes in the Houston area;

4. Providing reimbursement of allowable expenses to help defray costs of the individual's participation, limited to transportation, child care, and meals; and
5. Providing both lecture and hands-on experiential class activities to enable participants to maximize opportunities for learning.

Objective 3: Agency will encourage cooperation and coordination among entities responsible for administering public funds for HIV-related services by:

1. Involving HCPH/RWGA, The Houston Regional HIV/AIDS Resource Group (TRG) and other administrative agencies for public HIV care and prevention funds in curriculum development and training activities;
2. Ensuring representatives from the RWPC, the Houston Community Planning Group (CPG) and Project LEAP alumni are members of the Project LEAP External Advisory Panel. The responsibility of the Project LEAP External Advisory Panel is to:
 - Assist in curriculum development;
 - Provide input into criteria for selecting Project LEAP participants;
 - Assist with the development of a recruitment strategy;
 - If the agency finds it difficult to find individuals that meet the criteria for participation in the Project, assist with student recruitment; and
 - Review the final report for the Project in order to highlight the successes and brainstorm/problem solve around issues identified in the report. The results of the review will be sent to the Ryan White Operations Committee and the next Advisory Panel.
3. Collaborating with the Project LEAP External Advisory Panel during the initial 60 days of the Contract term. The criteria developed and utilized will, to the maximum extent possible, ensure participants selected represent the groups most affected by HIV disease, consistent with current HIV epidemiological data in the Houston EMA/HSDA, including youth (ages 18-24) and transgender persons living with HIV.

Agency will provide RWGA with the attached matrix and chart 21 and 14 days before the first class and again the day after the first class demonstrating that the criteria established by the Project LEAP External Advisory Panel was met. The matrix must be approved by RWGA 14 days before the first class.

EXAMPLE

Recommended Project LEAP Class of 2017

Candidate	M	F	T	HIV+	Non- Aligned HIV+	W	B	H	Youth Age 18 - 19	Youth Age 20 - 24
1	X			X	X	X				
2		X		X			X		X	
3		X					X			X
4		X		X	X			X		X
5	X					X				
6	X			X	X		X			
7	X			X	X	X				
Totals	4	3		5	4	3	3	1	1	2

Race/Ethnicity	EMA HIV/AIDS prevalence as of 12/31/10*		PC Members as of 09/01/11		Non-Aligned Consumers on PC	
	No.	%	No.	%	No.	%
White, not Hispanic	5,605	26.85%	7	19.44%	4	25.00%
Black, not Hispanic	10,225	48.98%	19	52.78%	8	50.00%
Hispanic	4,712	22.57%	10	27.78%	4	25.00%
Other	333	01.60%	0	00.00%	0	0.00%
Total*	20,875	100%	36	100%	16	100%
Gender	Number	Percentage	No.	%	No.	%
Male	15,413	73.83%	21	58.33%	11	68.75%
Female	5,462	26.17%	15	41.67%	5	31.25%
Total*	20,875	100%	36	100%	16	100%

*Data are estimated cases adjusted for reporting delay. The sum total of estimates for each category may not match the EMA totals due to rounding.

2017 Project LEAP Student Selection Guidelines

The following guidelines will be used by the Office of Support to select students for the 2017 Project LEAP cohort. They are presented in order of priority:

1. As outlined in the 2017 Service Definition for Project LEAP:
 - a. The Office of Support shall enroll 20 to 30 persons who are living with HIV prior to the commencement of the training program. No more than 10 affected individuals are to be included in the training program. Preference will be given to non-aligned (non-conflicted) consumers of Ryan White HIV Program services in the Houston EMA and high risk applicants.
 - b. Selected students shall be representative of the demographics of current HIV prevalence in the Houston EMA, with particular attention to sex/gender, race/ethnicity, and the special populations of youth (age 18 - 24) and transgender.
2. Not be a prior Project LEAP graduate.
 - a. If the applicant is a prior LEAP graduate, they may be selected for the 2017 cohort if they have not been appointed to the Planning Council following LEAP participation and if space in the class is available.
3. Be available for the 2017 Project LEAP class schedule.
4. Have the ability to commit to Project LEAP expectations in regards to class participation, activities, and homework assignments.
5. Demonstrate an interest in planning HIV services in the Houston EMA. Students should have an understanding of the expected roles of Project LEAP graduates in local HIV prevention and care services planning.
6. Demonstrate an interest in volunteerism, advocacy, and other types of community involvement. If possible, have a history of past volunteerism, advocacy, and/or community involvement.
7. Demonstrated interpersonal skills consistent with successful participation in Project LEAP, such as ability/willingness to work in a team, effective communication skills, etc.



2017 Project LEAP Recruitment

Status	Date	Location/Event	Recruiter
AGENCIES			
		AAMA	Steven
		Accesshealth/Ft. Bend	Herman
		AFH & Housing Complexes	Teresa & Johnny
		AIDS Healthcare Foundation	Denis
		Avenue 360	Robert
		Baylor Teen Clinics	Diane
		The Beacon	Denis
		Bee Busy	Tana & Denis
		Bering support group, church, dental clinic, day treatment	Denis, Alex - Omega House
		Blast Fax	Diane
		A Caring Safe Place/Lydia's Place	Cecilia
		Catholic Charities	Venita
		Central Care	Steven
		Change Happens!	Robert
		HATCH	Amber
		HAWC	Venita
		Legacy	Isis/Montrose; Tracy/Baytown; Teresa/Lyons Venita/TG pgm and CAB
		Living Without Limits	Cecilia
		Lord of the Streets	
		Montrose Center	Teresa
		RMCC	Teresa
		San Jacinto Apartments	Alex
		Santa Maria Hostel	Constance
		St. Hope Foundation	Herman
		St. John's Downtown	Denis
		SEARCH	Teresa
		TSHC, Advisory Council & all programs	Isis & Tana
		Tony's Place	Tracy
		The Women's Home	Alex
GROUPS			
		2005 - 2016 LEAP Graduates	Diane
		AA State of Emergency Task Force	Herman
		Adolescent Trial Network	Tori to Morénike
		Connect to Protect Coalition	Amber - group is done but will contact
		Ft. Bend Coalition	Herman cannot go, <i>maybe Sha'Terra?</i>
		Gateway to Care Monthly Meetings	Steven
		HCV Task Force	Steven
		Heterosexual Peer Group	Cecilia & Tana
		HIV & Aging Coalition	Bruce & Ruth
		HIV Prevention Contractors	Tori to Cathy W.

Status	Date	Location/Event	Recruiter
		HOPWA All-Providers	Steven to Melody
		Houston Medical Monitoring Project	Osaro
		IMPAACT CAB	Tori to Morénike
		Latino HIV Task Force	Steven
		MPACT	Steven & Gerry
		National HIV Behavioral Surveillance	Osaro
		Part A CM Supervisors/CM	Diane
		Part D Partners	Tori to Sha'Terra
		Pos713 Support Group	Isis
		Positive Brothers	Denis
		Rural Part B/SS Providers	Tori to Sha'Terra
		Save Our Sisters	Venita & Robert
		SIRR (next mtg Feb 22 2017)	Diane
		Youth Task Force	Robert
		United Way Interagency Meeting	<i>Same day as council meeting</i>
		VA Hospital	Michael K.
MEDIA/ONLINE			
	January	Ads in Outsmart, Houston Defender, and community newspapers in rural areas; RMCC bulletin and email list	Diane
		Craigslist	Amber
		DSHS Insider	Amber
		Idealist	Amber
		Posse (largest HIV+ meetup grp in Houston)	Denis
		Project LEAP Alumni FB Page	Tori contact Danielle
		Texas HIV Coalition FB Page	Januari
SPECIAL EVENTS			
		AIDS Walk	Alex, Allen, Steven, Tana
		Advocacy Day Training	Venita
		Planning Council Orientation	Tori
		Volunteer Round Up (Feb 25 2017)	Dennis
OTHER			
		Multi Service Centers <ul style="list-style-type: none"> • Acres Home • Hiram Clarke • Kashmere • Sunnyside • Third Ward 	Isis Herman Teresa Michael Steven
	Ongoing	Bars/Clubs/testing events	All
	Ongoing	Grocery Stores	All
	Ongoing	Post Offices	All
		Houston Community College	Robert
		Joseph Gathe, MD office	Cecilia
		Houston Public Library	They told Tracy NO
		Houston Health Dept Heart Program	Amber David & Jeffrey Campbell

Status	Date	Location/Event	Recruiter
		Plymouth Church	Teresa
		PrEP Houston	Megan Cannon/John Humphries
		Radio PSA	Diane
		St. Joseph downtown	Alex
		U of H downtown	Teresa
		U of H and TSU	Robert
		Urgent Care Clinics	All
		Walgreens	Tom Lindstrom
		Wheeler Ave Church	Denis
		Dr. Crofoot (go through Maggie, RN)	Tori
		Dr. Schroeder & Carroll Clinic	Osaro
		U.T. Physicians - Fannin	Teresa
		U.T. Physicians - Bellaire	Tracy G.
		Dr. Gary Brewton	
		Baylor Clinic	Teresa
		Northside Health Center	Isis
		Dr. Hunter Hammill	Robert & Osaro
		Dr. Arya Mouisha	Tori to Dr. Patel
		Dr Alexandra Pellicena	Isis
		Emmaus Healthcare	Isis