

Houston Area HIV Services Ryan White Planning Council

Project LEAP Advisory Committee Meeting

12 noon, Monday, December 17, 2018

Meeting Location: 2223 West Loop South, Room 101

Houston, Texas 77027

AGENDA

- I. Call to Order Angela F. Hawkins and
Allen Murray, Co-Chairs
 - 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. 2018 Project LEAP Amber Harbolt
Tori Williams
 - A. Evaluation
 - B. Budget

- IV. 2019 Project LEAP Tori Williams
 - A. Role of the Advisory Committee
 - B. 2019 Class Timeline: April – July
 - C. 2019 Project LEAP Service Definition

- V. 2019 Project LEAP Student Recruitment Amber Harbolt
 - A. Student Selection Criteria
 - B. Recruitment Strategies & Contests
 - C. Application Forms: Available January

- VI. Announcements

- VII. Adjourn

DRAFT



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

2018 Project LEAP Final Report

Approved: Pending

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**Houston Area HIV Services Ryan White Planning Council
Office of Support
2018 Project LEAP Final Report**

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- FY18 Project LEAP Service Definition (approved 12-14-17)
- 2018 Project LEAP Course Overview
- 2018 Pre/Post-Training Evaluation Forms

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 2018 Project LEAP cohort, including the ways in which the 2018 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 FY18 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 FY18 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:

- No more than two classes will be provided during the [program]
- Each class will include graduation and at least:
 1. 44 contact hours of classroom training;
 2. 6 hours of participation in RWPC or CPG meetings or activities; and
 3. 6 hours of participation in HIV-related community meetings and activities.

From the 2018 Project LEAP Syllabus:

- Two classes were held each week from April 4 – July 18, 2018 (**Figure 1**), including:
 1. 50 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, 2018.

Figure 1: Project LEAP Contact Hours, 2018

	FY18 Service Definition (approved 12-14-17)	2018 Project LEAP Syllabus (conducted 4-4-18 through 7-18-18)	
Requirement	Number of Hours	Number of Hours	Method
Graduation	n/a	n/a	Graduation ceremony held 7-26-18
Classroom training	44	50	11 weekly classroom sessions conducted at 4 hours/session; 6 hours of classroom sessions before RWPC, CPG, and P&A Committee mtgs
PC/Community participation	12	12	Student attendance at 1 RWPC mtg (2 hrs), 1 CPG 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	

Obj. 1: Curriculum Requirements

FY18 Project LEAP Service Definition curriculum requirements met through curriculum:

1. **Information on PrEP; & sources & purposes of HIV service funds in Houston EMA/HSDA**
 - ☑ Week #2 (4/11/18): Panel – Barriers to Reaching, Linking, & Retention in Care with Epidemiology Overview & Special Populations (*Meyer, Stoker, Cantu, & Koroma*)
 - ☑ Week #2 (4/11/18): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (*Williams*)
 - ☑ Week #3 (4/18/18): HIV Prevention Program: CDC to CPG Panel (*Campbell & Townsend*)
 - ☑ Week #4 (4/25/18): PrEP and PeP (*Canon*)
 - ☑ Week #9 (5/30/18): Overview of Housing Opportunities for People with HIV/AIDS (*Perez*)
 - ☑ Week #13 (6/27/18): Attendance at Priorities & Allocations (P&A) Committee meeting (*Williams*)
2. **Structure, functions, & procedures of the RWPC/CPG**
 - ☑ Week #1 (4/4/18): History of HIV in the Houston Area Interactive Exercise (*Vargas & Williams*)
 - ☑ Week #2 (4/11/18): Overview of HIV Care Funds & RW Program: HRSA to Council and Designing HIV Care Services: HTBMN (*Williams*)
 - ☑ Week #3 (4/18/18): PB & Jelly Exercise (Function of Policies & Procedures) (*Harbolt*)
 - ☑ Week #8 (5/24/18): Attendance at a CPG meeting
 - ☑ Week #11 (6/14/18): Attendance at Ryan White Planning Council (RWPC) meeting
 - ☑ Week #12 (6/20/18): Training and Exercise on the P&A Process (*Williams*)
 - ☑ Week #12 (6/20/18): Organizing Graduation/Robert's Rules of Order Practice (*Williams*)
 - ☑ Week #15 (7/11/18): RWPC and CPG Application Process (*Williams*)
 - ☑ Week #16 (7/18/18): Project LEAP to Planning Body (*Oshingbade, Cruz, Belcher, & Kelly*)
 - ☑ Week #16 (7/18/18): RWPC & COI Refresher and Mock Interviews (*Williams & Harbolt*)
3. **Needs assessments; parliamentary procedures & meeting mgmt; presentation skills; RFP; accessing & utilizing resources/role models; organizational participation & conduct**
 - ☑ Week #1 (4/4/18): Introduction to Robert's Rules of Order (*Williams*)
 - ☑ Week #3 (4/18/18): LEAP Special Study Project – Plan Framework Development (*Harbolt*)
 - ☑ Week #4 (4/25/18): LEAP Special Study Project – Activities Development Part 1 (*Harbolt*)
 - ☑ Week #4 (4/25/18): Robert's Rules of Order Exercise (*Williams*)
 - ☑ Week #4 (4/25/18): Community Needs Assessment (*Harbolt*)
 - ☑ Week #5 (5/2/18): Leadership Skills and Team Building (*Alexander*)
 - ☑ Week #7 (5/16/18): LEAP Special Study Project – Activities Development Part 2 (*Harbolt*)
 - ☑ Week #7 (5/16/18): LEAP Special Study Project – Organize Class Presentation Practice (*Harbolt*)
 - ☑ Week #9 (5/30/18) for day class; Week #16 (7/18/18) for evening class: Training on HIV Resources/Blue Book Treasure Hunt (*Beck & Williams*)
 - ☑ Week #10 (6/6/18): Epidemiology Profile and EIIHA Strategy (*Harbolt*)
 - ☑ Week #10 (6/6/18): LEAP Special Study Project –Presentation Practice (*Harbolt*)
 - ☑ Week #10 (6/6/18): The RFP Process (*Williams*)
 - ☑ Week #11 (6/14/18): Presentation of LEAP Special Study Project to RWPC
 - ☑ Week #15 (7/11/18): Advocacy 101 (*Ray*)
 - ☑ Week #15 (7/11/18): Community Meeting Report-Backs (*Williams*)
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. **HIV-related Standards of Care, quality assurance methods, & HRSA service category definitions**
 - ☑ Week #2 (4/11/18): Designing HIV Care Services: HTBMN (*Williams*)
 - ☑ Week #3 (4/18/18): Comprehensive HIV Planning (*Harbolt*)
 - ☑ Week #4 (4/25/18): HIV Care Continuum (*Harbolt*)
 - ☑ Week #15 (7/11/18): Training on Standards of Care and Performance Measures (*Harbolt*)

Obj. 2: Class Composition vs. Current HIV Prevalence

From the FY18 Project LEAP Service Definition:

- Identify and provide training to at least 20 PLWH individuals, and no more than 10 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 2018 Project LEAP Cohort (Figure 2):

- 23 PLWH (all of whom were Ryan White consumers) and 6 affected others were enrolled at the beginning of the 2018 Project LEAP program.
- Of graduating students, 20 were PLWH (80%), and five were affected (20%).
- Compared to HIV prevalence proportions for the Houston EMA, greater proportions of black, non-Hispanic (62% vs. 49%), multiracial (10% vs. 3%), and female students (38% vs. 25%) enrolled in the program.
- One youth student and two transgender students enrolled in the program and graduated.

Figure 2: Project LEAP Class Composition, 2018

	EMA HIV Prevalence (as of 12/31/17)		2018 Project LEAP Enrollees (as of 3/29/18)		2018 Project LEAP <u>PLWH</u> Enrollees (as of 3/29/18)		2018 Project LEAP Graduates (as of 7/26/18)	
	#	%	#	%	#	%	#	%
Race/Ethnicity								
White, not Hispanic	5,321	19	2	7	2	9	2	8
Black, not Hispanic	13,830	49	18	62	15	65	15	60
Hispanic	7,926	28	6	21	3	13	6	24
Multiracial	759	3	3	10	3	13	2	8
Other/Unknown	389	1	0	0	0	0	0	0
Total	28,225	100	29	100	23	100	25	100
Sex								
Male	21,178	75	16	55	14	67	14	56
Female	7,047	25	11	38	7	33	9	36
Transgender	n/a	n/a	2	7	*	*	2	8
Total	28,225	100	29	100	21	100	25	100
Age								
13 – 24 years	1,230	4	1	3	*	*	1	4
Total	1,230	4	1	3	*	*	1	0

*Data suppressed to maintain confidentiality

Obj. 2: Course Completion

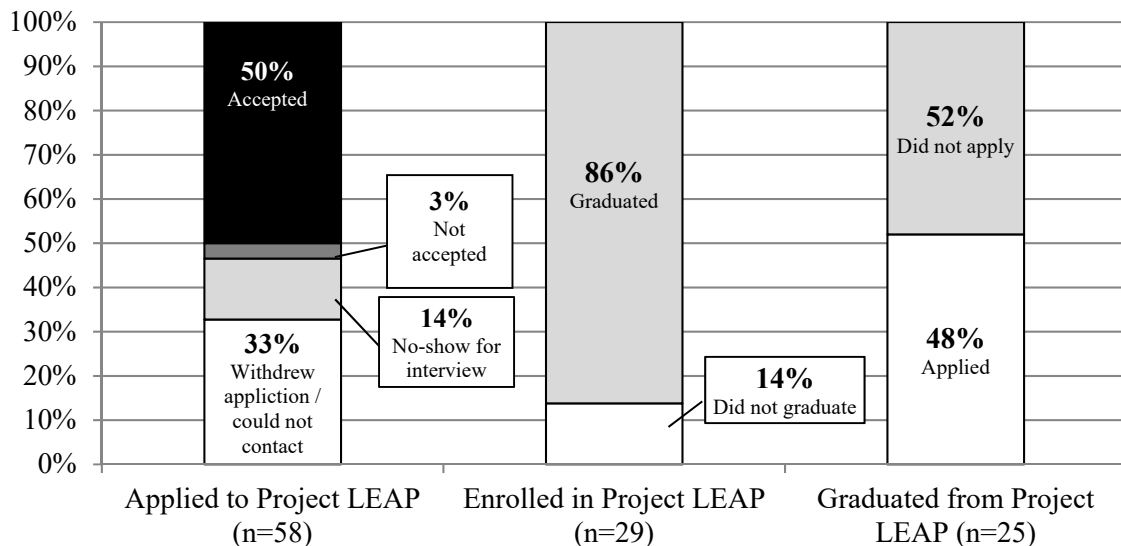
From the FY18 Project LEAP Service Definition:

- Identify and provide training to at least 20 PLWH individuals, and no more than 10 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 2018 Project LEAP Cohort (**Figures 3**):

- 58 individuals applied for 2018 Project LEAP; 18 applicants withdrew from the interview process or could not be contacted after they applied, and 1 was ineligible as a previous Council member. The remaining 39 applicants had interviews scheduled. Eight applicants did not show up for their interviews, two applicants were interviewed but not accepted into the program, and 29 applicants were enrolled.
- Out of the 29 students enrolled, 25 graduated from the program, for a graduation rate of 86%, up from 69% in 2017. Reasons for attrition were frequent travel and conflicts with other priorities. One student enrolled, but never attended class. Three students attended classes, but did not complete the course.
- Average weekly class size was 13 students for the morning class, and 18 students for the evening class. Weeks involving off-site locations or alternate days/times correlated with higher absences. Two students had perfect attendance.
- When asked about next steps after Project LEAP, 68% of graduates planned to apply to RWPC or an External Committee; 45% planned to apply to CPG, 18% planned to join a Community Advisory Board (**CAB**), 27% planned to join a Task Force, and 27% planned to sign up for the Positive Organizing Project.
- Twelve students (or 45% of the graduating class) submitted applications to RWPC for PC (10) and/or External Committee (12) membership. As of December 2018, two students applied to CPG.

Figure 3: Project LEAP Application, Enrollment, and Course Completion, 2018



Obj. 2: Pre/Post-Training Evaluation

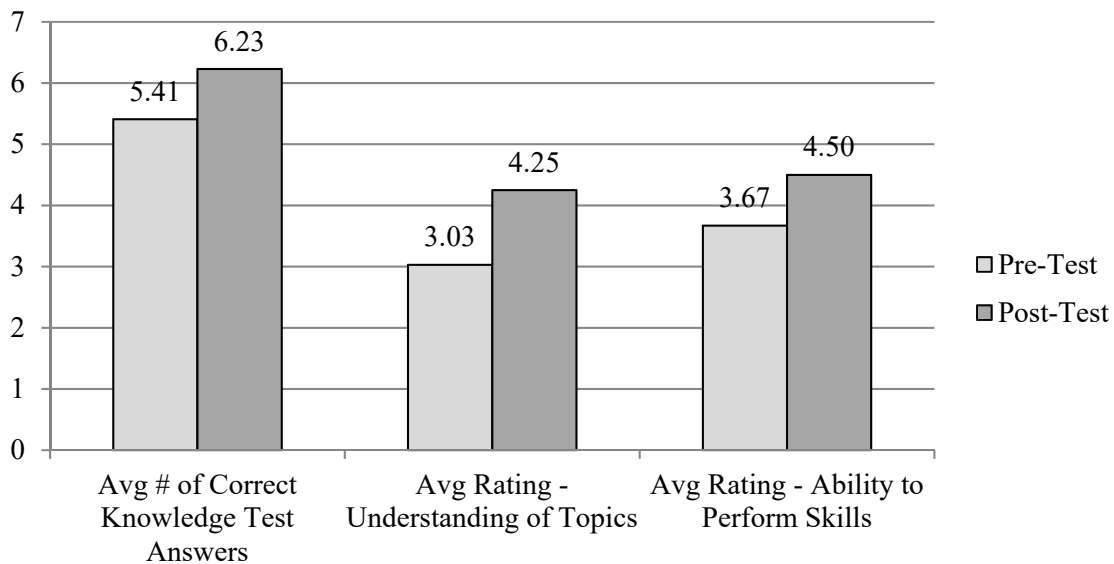
From the FY18 Project LEAP Service Definition:

- 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 2018 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.
- Twenty-five students were evaluated at both pre and post with the following results (**Figure 4**):
 1. The average number of correct answers to the multiple choice knowledge assessment questions increased from 5.41 to 6.23, or a 19% increase in average knowledge scores.
 2. The average self-assessment rating of understanding increased from 3.03 to 4.25 (out of 5), or a 71% increase in self-assessed understanding.
 3. The average self-assessment rating of ability to perform skills or activities increased from 3.67 to 4.50 (out of 5), or a 23% increase in self-assessed skills.
 4. The greatest improvements occurred in: knowledge of the purpose of the RW program and RWPC activities; understanding of HRSA service category definitions for HIV care, treatment, and support; and ability to effectively use Robert’s Rules of Order.

Figure 4: Project LEAP Pre/Post-Training Evaluation Results, 2018



Obj. 2: Process Evaluation and Lessons Learned

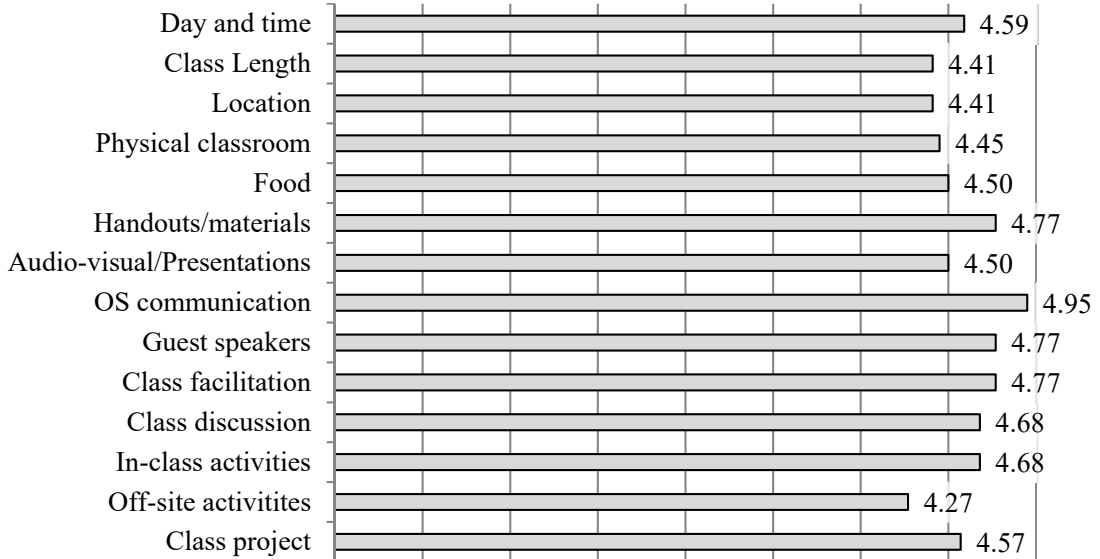
From the FY18 Project LEAP Service Definition:

- 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 2018 Project LEAP Syllabus and Cohort:

- A variety of teaching methods was employed to meet the Service Definition:
 1. *Lectures*: included 23 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, Comprehensive Plan project development, 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. Three weeks of class occurred at a RWPC, Committee, or CPG meeting.
- Staff assessed course instruction quality was each class.
 1. Students were asked to name their favorite part of class, and anything that could have been added, changed, or done differently. Staff reviewed this feedback weekly and made adjustments as necessary.
 2. Students were also asked to rate the general quality of each class on a 5-point scale, with a rating of 1 indicating poor quality, and 5 indicating excellent quality. Overall, classes received an average rating of 4.69/5 - Excellent. The final class received an average rating of 4.82/5 - Excellent.
- Staff assessed course logistics quality at the end of the course. **(Figure 5)**
- Average ratings were highly favorable, with all course logistics elements rated “Very Good” (21%) or “Excellent” (79%). The highest rated logistics element was communication with the OS with an average score of 4.95. Though still rated “Very Good”, the logistics element with the lowest rating was off-site activities with an average score of 4.24

Figure 5: Project LEAP Logistics, Evaluation Ratings (1=Very Poor, 5=Excellent), 2018



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

- Staff measured general impressions of course quality at the end-point. As of the final Project LEAP 2018 class:
 1. 95% 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 end-point with an open-ended question inviting students to suggest ways of making Project LEAP even better in the future:
 1. More activities outside of classroom
 2. Have more students volunteer during class
 3. Have a reminder in the beginning of class to turn cell phones to vibrate, and answer calls outside in the hallway
 4. "Spend more days on Comprehensive Plan project, even if it's shorter amounts on more days. There were a few times in class where some problematic stigmas and biases came up but there was no time to talk more. While we're working to address HIV stigma, we should do the same for talking about gay parents raising children and the Me Too movement, which came up briefly."
 5. Add more visual aides

Remaining responses complemented the quality of the class, facilitators, and course content.

**“Knowledge is power but most memorable is the learning experience in every class.”:
The Life-Changing Impact of Project LEAP**

Near the end of the course, the 2018 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 enjoyed learning information that I didn’t know about before. The guests were wonderful. Tori and Amber was wonderful as well. The class has been an enjoyable class.”
- “I’m living proof that [Ryan White] helps save lives.”
- “If you’re positive... you cannot be negative. Si eres positive... no puedes ser negative.”
- “Project LEAP has taught me to be comfortable speaking in the public, having the energy to speak out about how people living with HIV has come together on teaching the public. Learned the ways of how Ryan White Council works. Having a voice - Be active.”
- “Project LEAP has meant me meeting a group of AMAZING people, and getting educated on how Ryan White helps people living with HIV.”
- “Knowledge is power but most memorable is the learning experience in every class.”
- “Thank you to all staff and speakers in Project LEAP 2018”
- “Project LEAP has meant how to be an advocate for HIV and other things to help me to go on with life today.”
- “Project LEAP has meant change, commitment, awareness, informed & family. Five words that will stay with me.”
- “There is a new community I never knew existed and a new language in this LEAP class of 2018. LEAP has taught me about the New Community and New Language. Ryan White is set up to help and protect this community.”
- “(We over me) is a saying adopted by my daughters college. (Everyone matters) Because what effects one, effects us all.”
- “Thank you, Project LEAP! I’ve learned a wealth of information to take back into my community.”
- “Project LEAP has been an amazing experience! It is a great tool for advocacy and empowerment. It has helped me a lot to grow by learning and sharing knowledge and experience with my classmates. A delightful journey!”
- “Project LEAP was a great experience, full of a lot of helpful information. My opinion of the speakers was that they were exceptional and well presented in their presentations. The staff was excellent and well organized, very kind. Learned a lot. Thanks Project LEAP.”
- “Project LEAP has been an informative source to help me succeed in my advocacy work.”
- “It was a unique experience to participate in Project LEAP. I walk away a better person and a better advocate.”
- “Education is Freedom: with freedom comes better decisions: with better decisions comes a healthier community.”

Budget Information and Comparison
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Original Cost of the Program:	\$ 52,000
2018 Cost of the Program:	\$ 13,264
Total Savings:	\$ 38,736

2018 Expenses:

Supplies	\$ 873
Facilities Rental	364
Speaker Fees	100
Student Reimbursement (mileage only – no dependent care needed in 2018)	3,488*
Meals and Snacks	7,295
Staff Mileage	0
Miscellaneous (graduation shirts)	1,144

TOTAL **\$13,264**

* Of the \$3,488 spent on transportation, \$1,117 was for group transportation to and from AFH housing facilities.

See next page for Project LEAP Budget Comparison, 2012 – 2018

Project LEAP Budget Comparison, 2012 – 2018

Item	2012 Expenses	2013 Expenses	2014 Expenses	2015 Expenses	2016 Expenses	2017 Expenses	2018 Expenses
Supplies	1,182	1,159	523	638	493	466	873
Facilities Rental	268	875	318	274	1158	724	364
Speaker Fees	0	0	0	0	100	100	100
Student Reimbursement							
Transportation	3,294	3,178	4,878	1,031	1,242	4,525	3,488
Dependent Care	560	705	0	0	0	0	0
Food	7,844	5,897	7,553	4,091	3,734	6,989	7,295
Staff Mileage	200	25	20	20	20	0	0
Miscellaneous	630	858	809	301	494	1,020	1,144
TOTAL	\$13,978	\$12,697	\$14,100	\$6,355**	\$7,241**	\$13,824	\$13,264

****IMPORTANT:** Please note that 2015 and 2016 expenses are significantly less than in previous years because there were no evening classes.

Acknowledgments

Project LEAP 2018 was a collaboration of the:

Houston Area HIV Services Ryan White Planning Council and the Houston Health Department Bureau of HIV/STD & Viral Hepatitis Prevention

Project LEAP 2018 was made possible by the following individuals:

Project LEAP Advisory Committee

Angela F. Hawkins, Co-Chair

Allen Murray, Co-Chair

Ruth Atkinson
Rosalind Belcher
Bobby Cruz
Johnny Deal
Herman Finley
Ronnie Galley
Kelvin Harris
Denis Kelly
Rodney Mills

Alex C. Moses
Robert Noble
John Poole
Tana Pradia
Venita Ray
Crystal Starr
Veria Steptoe
Isis Torrente
Steven Vargas

Guest Speakers

Mike Alexander
MLA Consulting

Rosalind Belcher
Member, Ryan White Planning Council

Chad Brandt
The Houston OCD Program

W. Jeffrey Campbell
*Governmental Co-Chair, Community Planning Group;
Houston Health Department*

Megan Canon
Houston Health Department

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Latino HIV Task Force;

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Katine & Nechman L.L.P.

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Lou Weaver
Equality Texas

HHD Staff

Marlene McNeese, Assistant Director
Cathy Wiley, Training Administrator

Attachments

- FY18 Project LEAP Service Definition (approved 12-14-17)
- 2018 Project LEAP Course Overview
- 2018 Pre/Post-Training Evaluation Forms

Project LEAP 2018

ADVISORY COMMITTEE

Membership: Members of the Project LEAP Advisory Committee will include members of the Ryan White Planning Council, Houston Prevention Planning Group (PPG) 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.
- 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, a general understanding of an RFP process, 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 the project. If completed with a noncontract agreement, written report must be submitted at the end, or before the end, of the project calendar year.

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, a general understanding of an RFP process, 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 2018

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.



2019 Project LEAP Recruitment

Status	Date	Location/Event	Recruiter - from 2018
AGENCIES			
		TABLES AT AGENCIES:	Cecilia - will go to any
		Avenue 360	Johnny, Veria, Ronnie
		Harris Health/TSHC & NW Clinic	Tana, Crystal
		Legacy	Tana, Allen, Crystal (Montrose), Allen (Baytown), Crystal (Fifth Ward)
		Montrose Center	Tana, Crystal
		St. Hope Foundation	Tana (Greenspoint), Crystal (Bellaire), John, Cecilia
		Bee Busy???	
		AAMA	Steven
		Accesshealth/Ft. Bend	Diane
		AFH & Housing Complexes	Johnny
		AIDS Healthcare Foundation	Crystal
		Avenue 360	TABLE
		Baylor Teen Clinics	Diane
		The Beacon	Crystal
		Bee Busy	TABLE
		Bering support group, church, dental clinic, day treatment	Allen
		Blast Fax	Diane
		A Caring Safe Place/Lydia's Place	Cecilia
		Catholic Charities	Isis (Carol)
		Central Care	Steven
		Change Happens!	Cecilia
		HATCH	Amber
		HAWC	Angela
		Legacy	TABLES; Allen-Baytown
		Living Without Limits	Cecilia
		Lord of the Streets	Crystal
		Montrose Center	TABLE
		RMCC	Bobby
		San Jacinto Apartments	Tana
		Santa Maria Hostel	Diane
		St. Hope Foundation	TABLE
		St. John's Downtown	Denis/Crystal
		SEARCH	Crystal
		TSHC, Advisory Council & all programs	TABLE
		Tony's Place	Crystal
		The Women's Home	Tana

Status	Date	Location/Event	Recruiter
GROUPS			
Done		2005 - 2017 LEAP Graduates	Diane
		AA State of Emergency Task Force	Tori → Sha'Terra
		Adolescent Trial Network	Tori → Morénike
		Connect to Protect Coalition	Amber - group is done but will contact
		FIMR	Amber
		Ft. Bend Coalition	Tori → Sha'Terra
		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.
		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
Done		Part A CM Supervisors/CM	Diane
		Part D Partners	Tori to Sha'Terra
		Pos713 Support Group	Isis
		Positive Brothers	Denis/Allen
		Rural Part B/SS Providers	Tori → Sha'Terra
		Save Our Sisters	Crystal
Done		SIRR (next mtg Jan 24 2018)	Diane
		Youth Task Force	Tori → Gloria
		United Way Interagency Meeting	<i>Same day as council meeting</i>
		VA Hospital	Cecilia
MEDIA/ONLINE			
Done	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
Done		Project LEAP Alumni FB Page	Diane, or Tori → Danielle
Done		Texas HIV Coalition FB Page	Diane
SPECIAL EVENTS			
		AIDS Walk	Allen, Steven, Tana
		Advocacy Day Training	2019
Done		Planning Council Orientation	Tori
		Volunteer Round Up (date?)	Dennis/Allen

Status	Date	Location/Event	Recruiter
OTHER			
		Multi Service Centers <ul style="list-style-type: none"> • Acres Home • Hiram Clarke • Kashmere • Leonel Castillo • Sunnyside • Third Ward 	Isis Crystal Ronnie Isis Ronnie Vera
	Ongoing	Bars/Clubs/testing events	All
	Ongoing	Grocery Stores	All
	Ongoing	Post Offices	All
		Half Price Books	Bobby
		Houston Community College	
		Joseph Gathe, MD office	Cecilia
		Houston Public Library	They told Tracy NO
		Houston Health Dept, PrEP Houston	Tori, Amber → HHD staff
		Plymouth Church	Isis
		Radio PSA	Diane
		St. Joseph downtown	Tori → Alex
		U of H downtown	Bobby
		U of H and TSU	Crystal
		Urgent Care Clinics	All
		Walgreens	Tori → Tom Lindstrom
		Wheeler Ave Church	Crystal
		Dr. Crofoot (go through Maggie, RN)	Tori
		Dr. Schroeder & Carroll Clinic	Osaro
		U.T. Physicians – Fannin	Bobby
		U.T. Physicians – Bellaire	
		Dr. Gary Brewton	
		Baylor Clinic	Allen
		Northside Health Center	Isis
		Dr. Hunter Hammill	Robert & Osaro
		Dr. Arya Mouisha	Tori → Dr. Patel
		Dr Alexandra Pellicena	Isis
		Emmaus Healthcare	Isis