

**Houston Area HIV Services Ryan White Planning Council**

**Project LEAP Advisory Committee Meeting**

12 noon, Monday, October 31, 2016

Meeting Location: 2223 West Loop South, Room 240

Houston, Texas 77027

**AGENDA**

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- I. Call to Order Cecilia Ross, 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. 2016 Project LEAP Amber Harbolt  
Tori Williams
  - A. Evaluation
  - B. Budget
  
- IV. 2016 Project LEAP Tori Williams
  - A. Role of the Advisory Committee
  - B. 2017 Class Timeline: April – July
  - C. Co-sponsorship
  - D. 2017 Project LEAP Service Definition
  
- V. 2017 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**

12:00 p.m., Monday, July 11, 2016

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

**Minutes**

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**MEMBERS PRESENT**

Cecilia Ross, Chair  
Angela F. Hawkins  
Curtis Bellard  
Denis Kelly  
Herman Finley  
Isis Torrente  
Michael Kennedy  
Osaro Mgbere  
Rodney Mills  
Tana Brown  
Teresa Pruitt  
Tracy Gorden

**MEMBERS ABSENT**

Alex Moses  
Denny Delgado  
Kelvin Harris  
Morénike Giwa  
Robert Noble  
Robert Smith  
Viviana Santibanez, excused

**OTHERS PRESENT**

Tori Williams, Office of Support  
Amber Harbolt, Office of Support  
Diane Beck, Office of Support

**Call to Order:** Cecilia Ross, Chair, called the meeting to order at 12:08 p.m. by asking for a moment of reflection.

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

**Approval of the Minutes:** ***Motion #2:** it was moved and seconded (Pruitt/Kelly) to approve the November 9, 2015 meeting minutes. Motion carried.* Abstention: Hawkins, Mgbere, Mills, Pradia.

**Public Comment:** None.

**2016 Project LEAP Updates:** Williams said that recruitment efforts were great this year but we still had the lowest number of applications ever; only 3 people applied for the evening class. We started out with a great class but a number of students found employment and had to drop out of the class. There are currently seven students graduating in the 2016 class.

**2016 Project LEAP Graduation:** Williams reviewed the details for graduation: Volunteers should arrive to set up at 4:00 p.m.; the event begins at 6:00 p.m. and ends at 8:00 p.m. on Wednesday, July 27, 2016; the location is the United Way Community Resource Center. Event duties include set up, ticket takers, hosts, beverage and servers, and clean up. Committee members volunteered to be Class Captains for 2012-2015 and for previous year's graduates.

**Announcements:** None.

**Adjourn:** The meeting was adjourned at 12:45 p.m.

**DRAFT**



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

## **2016 Project LEAP Final Report**

October 2016

Prepared by:  
**Office of Support**  
(713) 572-3724 telephone  
[www.rwpchouston.org](http://www.rwpchouston.org)



**Houston Area HIV Services Ryan White Planning Council  
Office of Support  
2016 Project LEAP Final Report**

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• FY16 Project LEAP Service Definition (approved 10-12-15)	
• 2016 Project LEAP Course Overview	
• 2016 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 HIV infected individuals 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. 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, Administrative Agents for Ryan White funds in the EMA, 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 were enrolled in the program, and 24 students graduated (for an 83% graduation rate). Of graduates, 63% were HIV consumers, and 63% applied for either RWPC or CPG membership. The pilot was also conducted at a savings of over \$38,000 compared to prior contracted providers.

This report summarizes results from the 2016 Project LEAP cohort, including the ways in which the 2016 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 HIV infected and affected individuals, and lessons learned for future program implementation.

## Obj. 1: Contact Hours Requirements

### From the FY16 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 FY16 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 term of this [program]. If a minimum of five (5) HIV+, 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. Twelve (12) hours of participation in RWPC or CPG meetings or activities; and participation in HIV-related community activities

Only three (3) non-conflicted PLWH a preference for an evening class applied and were accepted into 2016 Project LEAP. As this number did not meet the minimum threshold per the FY16 Project LEAP Service Definition, an evening class was not conducted in 2016. All three (3) applicants stated that they would attend the day class.

### From the 2016 Project LEAP Syllabus:

- One class was held each week from April 6, 2016 – July 20, 2016 (**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 27, 2016.

**Figure 1: Project LEAP Contact Hours, 2016**

	FY16 Service Definition (approved 10-12-15)	2016 Project LEAP Syllabus (conducted 4-6-16 through 7-20-16)	
Requirement	Number of Hours	Number of Hours	Method
Graduation	n/a	n/a	Graduation ceremony held 7-27-16
Classroom training	44	48	11 weekly classroom sessions conducted at 4 hours/session; 4 hours of classroom sessions before RWPC, CPG, and P&A Committee mtgs
PC/CPG/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)
<b>Total per class</b>	56	60	
<i>Number of classes</i>	1 / 2	1	
<b>Total contact hours</b>	56/112	60	

## Obj. 1: Curriculum Requirements

### **FY16 Project LEAP Service Definition curriculum requirements met by the 2016 Project LEAP syllabus:**

1. **Information on the sources & purposes of HIV service funds in the Houston EMA/HSDA**
  - ☑ Week #2 (4/13/16): Panel – Barriers to Reaching, Linking, & Retention in Care (Epidemiology Overview & Special Populations (Meyer, Blue, Cantu & Johnson)
  - ☑ Week #3 (4/20/16): Overview of HIV/AIDS Care Funds & RW Program: HRSA to Council (Williams)
  - ☑ Week #4 (4/27/16): HIV Prevention Program: CDC to CPG (Wiley)
  - ☑ Week #9 (6/1/16): Overview of Housing Opportunities for People with HIV/AIDS (Barr)
  - ☑ Week #12 (6/22/16): 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 Houston Panel (Leonard, Vargas, Ray & Williams)
  - ☑ Week #3 (4/20/16): Designing HIV Care Services: HTBMN (Williams)
  - ☑ Week #3 (4/20/16): PB & Jelly Exercise (Function of Policies & Procedures) (Harbolt)
  - ☑ Week #4 (4/27/16): Robert's Rules of Order Exercise (Lazo)
  - ☑ Week #6 (5/11/16): Community Needs Assessment (Harbolt)
  - ☑ Week #8 (5/25/16): Attendance at Community Planning Group (CPG) meeting
  - ☑ Week #10 (6/8/16): Attendance at Ryan White Planning Council (RWPC) meeting
  - ☑ Week #11 (6/15/16): Training and Exercise on the P&A Process (Williams)
  - ☑ Week #12 (6/22/16): Organizing Graduation/Robert's Rules of Order Practice (Williams)
  - ☑ Week #15 (7/13/16): Project LEAP to Planning Body (Ross, Gorden, Escamilla, Blue, & Kelly)
3. **Training & skills building in needs assessments, parliamentary procedures & meeting management, presentation skills, accessing & utilizing resources and role models, & organizational participation & conduct**
  - ☑ Week #1 (4/6/16): Introduction to Robert's Rules of Order, Part 1 (Williams)
  - ☑ Week #2 (4/13/16): LEAP Special Study Project Survey Development (Harbolt)
  - ☑ Week #3 (4/20/16): LEAP Special Study Project – Survey Skills Training (Harbolt)
  - ☑ Week #4 (4/27/16): Robert's Rules of Order Exercise (Lazo)
  - ☑ Week #6 (5/11/16): Community Needs Assessment (Harbolt)
  - ☑ Week #7 (5/18/16): LEAP Special Study Project – Analyze Survey Data (Harbolt)
  - ☑ Week #7 (5/18/16): Training on HIV Resources/Blue Book Treasure Hunt (Beck)
  - ☑ Week #9 (6/1/16): LEAP Special Study Project –Presentation Practice (Harbolt)
  - ☑ Week #10 (6/8/16): Presentation of LEAP Special Study Project to RWPC
  - ☑ Week #13 (6/29/16) Leadership Skills and Team Building (Alexander)
  - ☑ Week #15 (7/13/16): Advocacy 101 (Ray)
  - ☑ Week #16 (7/20/16): Community Meeting Report-Backs (Harbolt)

*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 (4/20/16): Designing HIV Care Services: HTBMN (Williams)
  - ☑ Week #4 (4/27/16): Comprehensive HIV Planning (Harbolt)
  - ☑ Week #4 (4/27/16): HIV Continuum of Care (Harbolt)
  - ☑ Week #15 (7/13/16): Training on Standards of Care and Performance Measures (Harbolt)

## Obj. 2: Class Composition vs. Current HIV Prevalence

### From the FY16 Project LEAP Service Definition:

- Enroll at least 12 (20 if evening class) HIV-infected 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 2016 Project LEAP Cohort (Figure 2):

- 10 HIV diagnosed individuals and five (5) affected others were enrolled in Project LEAP in 2016 at the beginning of the program.
- Of graduating students, four (57%) were HIV positive, and three (43%) were affected.
- Compared to HIV prevalence proportions for the Houston EMA, a greater proportion of black (73%) and Hispanic (35%) students enrolled in the program, and a greater proportion of black students graduated from the program (86%).
- Two youth enrolled in the program, and one graduated.
- No transgender students enrolled in the program in 2016.

**Figure 2: Project LEAP Class Composition, 2016**

	EMA HIV Prevalence (as of 12/31/15)		2016 Project LEAP Enrollees (as of 4/6/16)		2016 Project LEAP PLWH Enrollees (as of 4/6/16)		2016 Project LEAP Graduates (as of 7/27/16)	
	#	%	#	%	#	%	#	%
<b>Race/Ethnicity</b>								
White, not Hispanic	5,341	20.5	2	13.3	2	20.0	1	14.3
Black, not Hispanic	12,721	48.8	11	73.3	7	70.0	6	85.7
Hispanic	7,001	26.9	2	35.3	1	10.0	0	0
Other/Unknown	978	3.8	0	0	0	0	0	0
Total	26,041	100	15	100	10	100	7	100
<b>Sex</b>								
Male	19,479	74.8	9	60.0	7	70.0	5	71.4
Female	6,562	25.2	6	40.0	3	30.0	2	28.6
Transgender	n/a	n/a	0	0	0	0	0	0
Total	26,041	100	15	100	10	100	7	100
<b>Age</b>								
13 – 24 years	1,375	5.2	2	13.3	*	*	1	14.3
Total	1,375	5.2	2	13.3	*	*	7	100

\*Data suppressed to maintain confidentiality



## Obj. 2: Course Completion

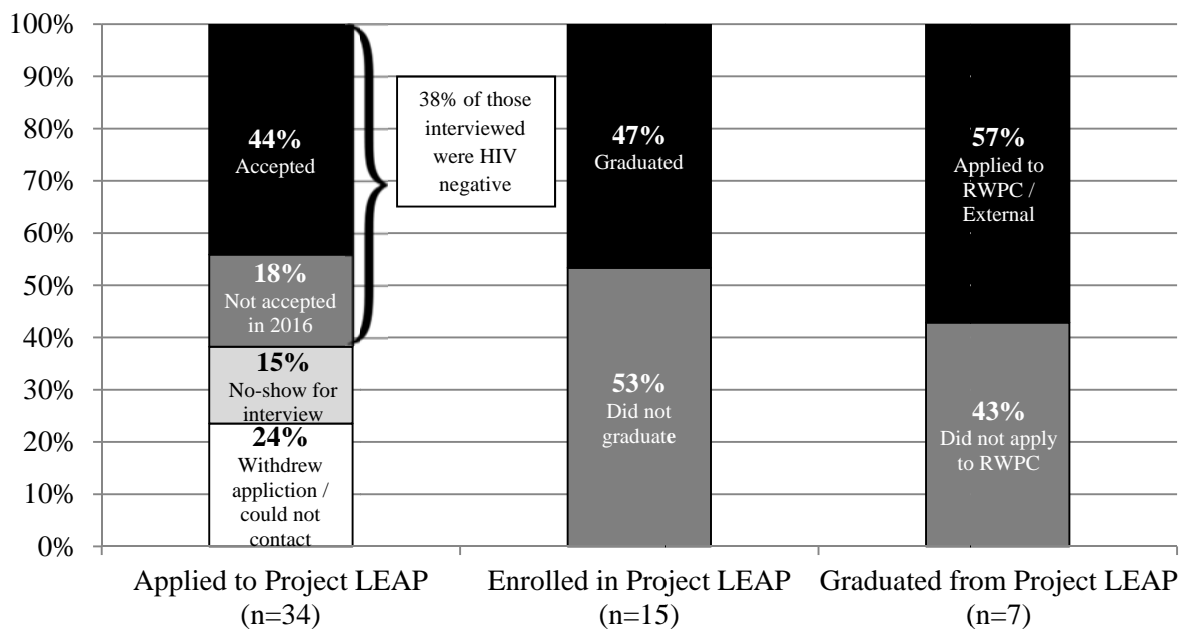
### From the FY16 Project LEAP Service Definition:

- Enroll at least 12 (20 if evening class) HIV-infected individuals and no more than six (6) (10 if evening class) affected others prior to the commencement of the training program.
- Establish realistic training schedules that accommodate varying health situations of participants.

### From the 2016 Project LEAP Cohort (Figure 3):

- 34 individuals applied for the 2016 class of Project LEAP; 8 applicants withdrew from the interview process or could not be contacted after their application was submitted. Interviews were scheduled with the remaining 26 applicants. Five (5) applicants did not show up for their interviews, six (6) applicants were interviewed but not accepted into the program, and 15 applicants were interviewed and enrolled into the program.
- Out of the 15 students enrolled, seven (7) graduated from the program, for a graduation rate of nearly 47%. When a reason was given, primary reasons for attrition were conflicts with school or new employment. Three (3) students enrolled, but never attended class. Two (2) students attended classes early in the course, but did not complete the course. Three (3) students withdrew from the class for the aforementioned reasons.
- Average weekly class size was 6 students. Weeks involving off-site locations, alternate days/times, or with inclement weather correlated with higher absences. Two students had perfect attendance.
- Four (4) students (or 57% of the graduating class) submitted applications to RWPC for PC (3) and/or External Committee (3) membership. As of October 2016, it was unknown how many 2016 Project LEAP Graduated applied to CPG.

**Figure 3: Project LEAP Application, Enrollment, and Course Completion, 2016**



## Obj. 2: Pre/Post-Training Evaluation

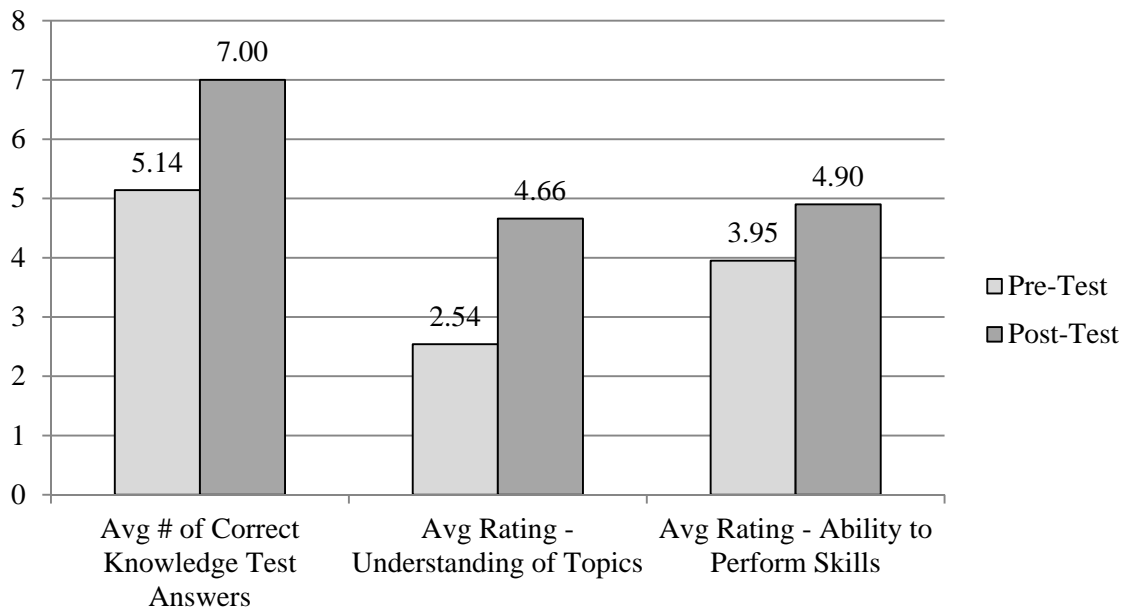
From the FY16 Project LEAP Service Definition:

- 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 2016 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.
- 100% 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 5.14 to 7.00, or a 36% increase in average knowledge test scores.
  2. The average self-assessment rating of understanding increased from 2.54 to 4.66 (out of 5), or a 55% increase in self-assessed understanding.
  3. The average self-assessment rating of ability to perform skills or activities increased from 3.95 to 4.90 (out of 5), or a 23% 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, 2016**



## Obj. 2: Process Evaluation and Lessons Learned

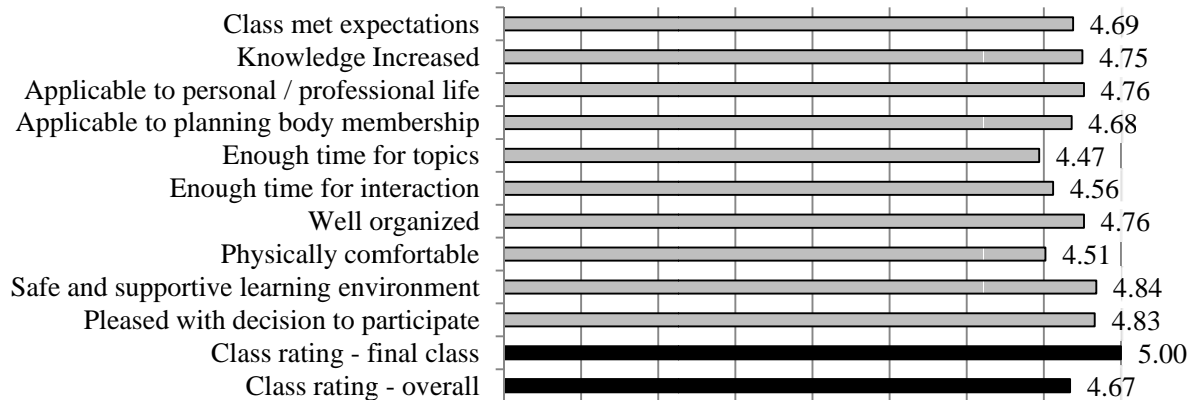
### From the FY16 Project LEAP Service Definition:

- Enhance the participation of the HIV-infected 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 2016 Project LEAP Syllabus and Cohort:

- A variety of teaching methods was employed to meet the Service Definition:
  1. *Lectures*: included 20 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. Three weeks of class occurred at a RWPC, Committee, or CPG related function.
- Course instruction quality was assessed 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 (4.84/5), were pleased with their decision to participate in Project LEAP (4.83/5), found the information covered applicable to their personal and/or professional life, (4.76/5), and found the class to be well organized and facilitated (4.76/5).
  3. Though still very high, lower ratings indicate students thought there was not always enough time to fully address topics (4.47/5) or interact with classmates (4.56/5), and found the classroom to be physically uncomfortable (4.51/5). Several students commented about the classroom being too cold throughout the course.
  4. Overall, classes received an average rating of 4.67/5. The final class received an average rating of 5/5.

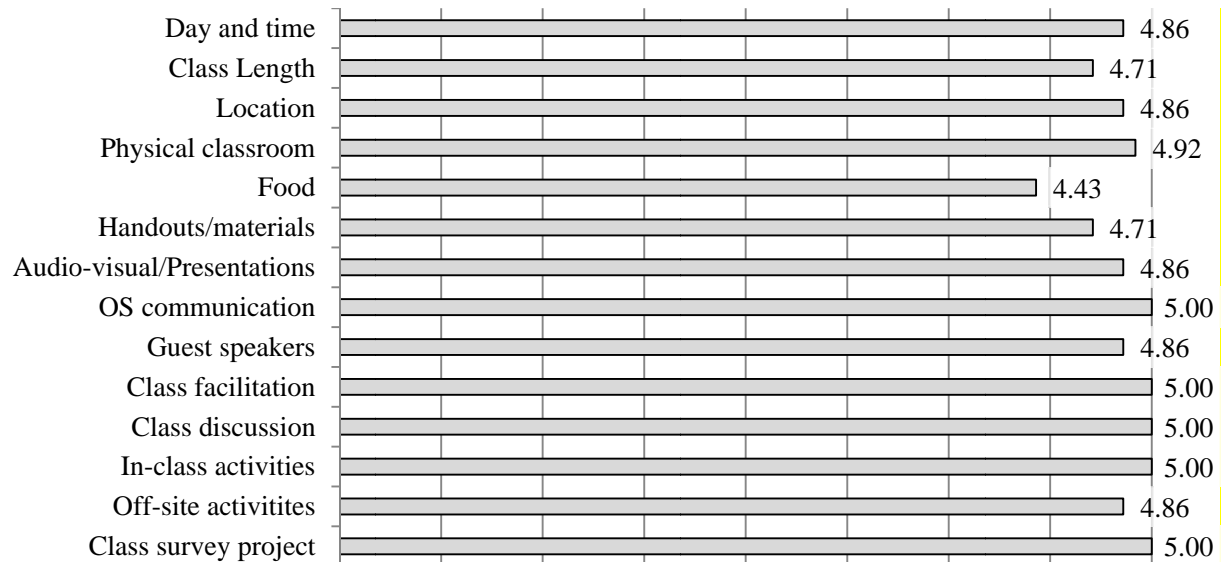
**Figure 5: Project LEAP Weekly Evaluation Results, Average Ratings (1=Strongly Disagree, 5=Strongly Agree; Class Rating, 1=Poor, 5=Excellent), 2016**



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

- Course logistics quality was assessed at the mid-point and end of the course. **(Figure 6)**
  1. Most course logistics elements showed improvement between the mid-point (not shown) and end-point evaluations. Improvement was observed in all elements except handouts/materials provided and the physical classroom.
  2. Average ratings were highly favorable, with all course logistics elements rated “Very Good” (64%) or “Excellent” (36%).

**Figure 6: Project LEAP Logistics, Evaluation Ratings (1=Very Poor, 5=Excellent), 2016**



- General impressions of course quality were measured at the mid-point and end-point. As of the final Project LEAP 2016 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.
- Qualitative data were collected 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. Invite a guest speaker to discuss the intersections and challenges of HIV, substance abuse, and recovery.
  2. Increase variety in the food provided; consider offering an evening class, and add more outside assignments like the community meeting requirement.

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

**“Project LEAP has Left Me with the Knowledge to be a Better Advocate for My Community”: The Life-Changing Impact of Project LEAP**

Near the end of the course, the 2016 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 been prescribed a new pair of glasses. I can see clearly! I am able to assist people that are HIV+ and their families while leading them to a path that comforts them, while reminding them that they are not alone. We can get through this together. I now have the resources and the knowledge to touch people’s lives while serving as an advocate. I am on the front line with a better prescription to fight while giving others hope. Thank you Project LEAP for an inspirational opportunity that I will never forget.”
- “Project LEAP has taught me about advocacy and getting involved, challenging education, and self-discovery. It has taught me so many great things. Thank you, Project LEAP.”
- “Project LEAP has provided a single stream opportunity to learn about the historical and current HIV epidemic and the planning of treatment and prevention. It has provided experts to learn from, practical experience, as well as ‘textbook’ knowledge. Going forward, I am more capable of being a benefit to the RWPC and CPG. Thanks for the learning experience. - Freshly Inspired HIV Activist”
- “Project LEAP has given me a family. A family that supports and encourages each other, all while enjoying our own diversity.”
- “I learned about the resources that help in assisting and servicing the HIV/AIDS clients of our community. I also learned from where the funds are received, and how they are allocated. I received a much better understanding of the role the City of Houston plays in the HIV community. I have a better understanding of the specifics of the Ryan White Planning Council. Project LEAP has left me with the knowledge to be a better advocate for my community.
- “I have grown tremendously since attending the classes. I have been given the opportunity to utilize some of my skills that have been lying dormant for years, and learn so much about the Ryan White Planning Council.”
- “Project LEAP encourages and reminds me that we all have purpose here on Earth, and to take the information learned, share it with others, to be a voice that helps better us all.”

## **Budget Information and Comparison**

See Budget Information and Comparison Handout

## Acknowledgments

Project LEAP 2016 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 2016 was made possible by the following individuals:

#### **Project LEAP Advisory Committee**

Cecilia Ross, Chair

Curtis Bellard  
Denny Delgado  
Herman Finley  
Morénike Giwa  
Tracy Gorden  
Kelvin Harris  
Angela F. Hawkins  
Denis Kelly  
Michael Kennedy

Osaro Mgbere  
Rodney Mills  
Alex Moses  
Robert Noble  
Tana Pradia  
Teresa Pruitt  
Viviana Santibanez  
Robert Smith  
Isis Torrente

#### **Guest Speakers**

Mike Alexander  
*MLA Consulting*  
Melody Barr  
*Houston Department of Housing & Community Development*  
Nike Blue  
*AIDS Foundation Houston*  
Evelio Salinas Escamilla  
*Houston Area Community Service, Inc.*  
Gerry Cantu  
*Latino HIV/AIDS Task Force*  
Tracy Gorden  
*Vice Chair, Ryan White Planning Council*  
Annette Johnson  
*Baylor College of Medicine, Teen Health Clinic*  
Heather Keizman  
*Ryan White Grant Administration*  
Denis Kelly  
*CPG, Member;*  
*External Committee Member, Ryan White Planning Council*  
John Lazo  
*Houston Metropolitan Chamber of Commerce*

Amy Leonard  
*Legacy Community Health*  
Jeffrey Meyer  
*Houston Health Department*  
Scot More  
*Coalition for the Homeless of Houston/Harris County*  
John Nechman  
*Katine & Nechman L.L.P.*  
Venita Ray  
*Legacy Community Health*  
Cecilia Ross  
*Living Without Limits Living Large Inc.*  
Paul Simmons  
*Legacy Community Health*  
Steven Vargas  
*Chair, Ryan White Planning Council*  
Lou Weaver  
*Equality Texas*  
Cathy Wiley  
*Houston Health Department*

#### **Office of Support Staff**

Tori Williams, Director  
Amber Harbolt, Health Planner  
Diane Beck, Council Coordinator  
Eric Moreno, Assistant Coordinator

#### **HHD Bureau Staff**

Marlene McNeese, Bureau Chief  
Cathy Wiley, Training Administrator

## Attachments

- FY16 Project LEAP Service Definition (approved 10-12-15)
- 2016 Project LEAP Course Overview
- 2016 Pre/Post-Training Evaluation Forms



**SERVICE DEFINITION**  
**2016 Project L.E.A.P.**  
**Houston Ryan White Planning Council**  
**www.rwpcHouston.org**

<b>Service Category Title:</b>	<b>Grant Administration - Project LEAP</b>
<b>Unit of Service Definition:</b>	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.
<b>Program Goals:</b>	<p>Contractor will increase the number and effectiveness of HIV-infected individuals 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, through an effort known as “Project LEAP” (Learning, Empowerment, Advocacy and Participation). A minimum of 20 and a maximum of 30 HIV-infected individuals must be enrolled prior to the commencement of the training program. A maximum of 10 affected others may be included in the training program in addition to the minimum number of HIV-infected individuals. The race, ethnicity and gender composition of the classes must reflect current local HIV/AIDS prevalence data to the extent feasible. Contractor must endeavor to enroll individuals from groups that are disproportionately affected by HIV disease, including youth and transgender PLWHA, in Project LEAP.</p> <p>Project LEAP will increase the knowledge and participation of HIV-infected and affected participants through a training program specifically developed to provide HIV-infected 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/AIDS planning bodies, with an emphasis on planning activities conducted under the auspices of the Houston Ryan White Planning Council (RWPC) and the HIV Prevention Community Planning Group (CPG).</p>
<b>Program Requirements:</b>	<p>A minimum of one day class will be provided during the term of this agreement. If a minimum of 5 HIV+, 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:</p> <ul style="list-style-type: none"> <li>• 44 contact hours of classroom training;</li> <li>• 12 hours of participation in RWPC or CPG meetings or activities; and participation in HIV-related community meetings and activities.</li> </ul> <p>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 HIV-infected persons in the Houston EMA/HSDA, presentation skills, knowledge related to accessing services, overview of HIV-related</p>

	<p>quality improvement processes and parliamentary procedure/meeting management skills.</p> <p>Contractor 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. Contractor agrees to provide HCPHES/ Ryan White Grant Administration 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.</p> <p><b>Contractor will provide Harris County with a written report summarizing the activities accomplished before the end of the calendar year.</b></p>
<p><b>Program Objectives:</b></p>	<p><b>Objective 1: Contractor will identify and provide training to at least 12 (20 if evening class) HIV-infected individuals and no more than 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 following training curriculum shall be provided:</b></p> <ol style="list-style-type: none"> <li>1. Information on the sources and purposes of HIV service funds in the Houston EMA/HSDA;</li> <li>2. The structure, functions, and procedures of the RWPC and the CPG;</li> <li>3. Specific training and skills building in needs assessments, parliamentary procedures and meeting management procedures, presentation skills, accessing and utilizing support resources and role models, and competence in organizational participation and conduct.</li> <li>4. Specific training on HIV-related Standards of Care, quality improvement methods and HRSA service category definitions.</li> </ol> <p><b>Objective 2: Contractor will enhance the participation of the HIV-infected and affected persons participating in this project by the following documented activities:</b></p> <ol style="list-style-type: none"> <li>1. Establishing realistic training schedules which accommodate varying health situations of participants;</li> <li>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. Contractor 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;</li> <li>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</li> </ol>

	<p>area;</p> <ol style="list-style-type: none"> <li>4. Providing reimbursement of allowable expenses to help defray costs of the individual's participation, limited to transportation, child care, and meals;</li> <li>5. Providing both lecture and hands-on experiential class activities to enable participants to maximize opportunities for learning.</li> </ol> <p><b>Objective 3: Contractor will encourage cooperation and coordination among entities responsible for administering public funds for HIV-related services by:</b></p> <ol style="list-style-type: none"> <li>1. Involving HCPHES/RWGA, The Houston Regional HIV/AIDS Resource Group and other administrative agencies for public HIV/AIDS care and prevention funds in curriculum development and training activities;</li> <li>2. Ensuring representatives from the RWPC, the 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: <ul style="list-style-type: none"> <li>• Assist in curriculum development</li> <li>• Provide input into criteria for selecting Project LEAP participants</li> <li>• Help with the development of a recruitment strategy</li> <li>• If the Contractor finds it difficult to find individuals that meet the criteria for participation in the Project, assist with student recruitment</li> <li>• 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 RWPC Operations Committee and the next Project LEAP External Advisory Panel.</li> </ul> </li> <li>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/AIDS epidemiological data in the Houston EMA/HSDA, including youth (ages 18-24) and transgender PLWHA.</li> </ol>
<p><b>Special Requirements:</b></p>	<p>Contractor will provide HCPHES/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.</p>

## EXAMPLES: Matrix and Chart

### Recommended Project LEAP Class of 2013

Candidate	M	F	T	HIV+	Non-Aligned HIV+	W	B	H	Youth Age 13 -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				
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>

	EMA HIV/AIDS prevalence as of 12/31/10*		PC Members as of 09/01/11		Non-Aligned Consumers on PC	
<b>Race/Ethnicity</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
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%
<b>Total*</b>	<b>20,875</b>	<b>100.00%</b>	<b>36</b>	<b>100.00%</b>	<b>16</b>	<b>100.00%</b>
<b>Gender</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
Male	15,413	73.83%	21	58.33%	11	68.75%
Female	5,462	26.17%	15	41.67%	5	31.25%
<b>Total*</b>	<b>20,875</b>	<b>100.00%</b>	<b>36</b>	<b>100.00%</b>	<b>16</b>	<b>100.00%</b>







\*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.























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























### Project L.E.A.P. 2016 Course Overview

*\*Class will take place at an alternate location, day, and/or time*

Course Key:  Classroom  Guest Speaker  In-Class Activity  Off-Site Class  
 Group Project  Deadline  Graduation

Week	Date	Topics	Key
1	April 6, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• Overview of Project LEAP</li> <li>• Housekeeping, Logistics, and Ground Rules</li> <li>• Student Introductions and Expectations</li> <li>• HIV, Tuberculosis and Hepatitis</li> <li>• Suggest topics for LEAP Special Study Project</li> <li>• Introduction to Robert's Rules of Order</li> <li>• The History of HIV in the Houston Area: Panel of Local HIV Leaders</li> </ul>	   
2	April 13, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• Epidemiology Overview</li> <li>• Panel: Barriers to Reaching, Linking &amp; Retention in Care, focusing on African Americans, Hispanics, MSM and Youth</li> <li>• LEAP Special Study Project - Survey Development</li> </ul>	   
3	April 20, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• Designing HIV Care Services: How to Best Meet the Need</li> <li>• Overview of HIV/AIDS Care Funds</li> <li>• From HRSA to Council: Overview of the Ryan White HIV/AIDS Program</li> <li>• LEAP Special Study Project –Survey skills training</li> <li>• Policies and Procedures: the PB&amp;J Exercise</li> </ul>	  
4	April 27, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• The HIV Continuum of Care</li> <li>• Comprehensive HIV Planning</li> <li>• HIV Prevention Programs: CDC to CPG</li> <li>• Robert's Rules of Order Exercise</li> </ul>	  
5	May 4, 2016 <i>No class</i>	Attend a Community Meeting	
6	May 11, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• Intimate Partner Violence &amp; HIV</li> <li>• The Criminalization of HIV</li> <li>• Community Needs Assessments</li> </ul>	  
7	May 18, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• LEAP Special Study Project – analyze data, prepare class presentation</li> <li>• Blue Book Treasure Hunt</li> <li>• Prepare for CPG Meeting</li> </ul>	  

Course Key:  Classroom  Guest Speaker  In-Class Activity  Off-Site Class  
 Group Project  Deadline  Graduation

Week	Date	Topics	Key
8	May 25, 2016 <i>Offsite Location</i> 3:00 p.m. – 6:00 p.m.	Attend the HIV Prevention Community Planning Group (CPG) Meeting	 
9	June 1, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• Homelessness and HIV</li> <li>• Housing Opportunities for Persons with AIDS (HOPWA)</li> <li>• LEAP Special Study Project – practice presentation</li> <li>• Prepare for the Planning Council meeting</li> </ul>	   
10	<b>THURSDAY</b> <b>June 9, 2016</b> <i>Room 532</i> 10:00 a.m. – 2:00 p.m.	Attend the RWPC Meeting and Present the Class Special Study Project	 
11	June 15, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• Planning for LEAP Graduation – Student photos</li> <li>• Priority and Allocations Exercise</li> <li>• Prepare for the Priority and Allocations Committee Meeting</li> </ul>	  
12	June 22, 2016 <i>Room 416</i>	Attend the Priority and Allocations Committee Meeting <ul style="list-style-type: none"> <li>• Planning for LEAP Graduation</li> </ul>	
13	June 29, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• Leadership Skills and Team Building</li> </ul>	 
14	July 6, 2016 <i>No class</i>	Participate in an HIV Testing Event	
15	July 13, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• From Project LEAP to Planning Body: Panel of Planning Body and C.A.B. Members</li> <li>• Council and CPG Application Process/Forms</li> <li>• Q&amp;A with Hila Berl</li> <li>• Ryan White Standards of Care and Performance Measures</li> <li>• Advocacy 101</li> </ul>	  
16	July 20, 2016 <i>Room 416</i>	<ul style="list-style-type: none"> <li>• Introduction to Transgender Topics</li> <li>• Community Meeting Report-Backs</li> <li>• Council and COI Refresher &amp; Mock Interviews</li> <li>• Course Wrap-Up</li> </ul>	  
17	July 27, 2016 <i>Location TBD</i> 6:00 p.m. – 8:00 p.m.	Graduation Dinner and Ceremony	 



# Houston Area HIV Services Ryan White Planning Council

## Office of Support

Project L.E.A.P. 2016

### Knowledge Assessment

The purpose of this questionnaire is to measure your understanding of core Project L.E.A.P. topics and skills *before* the course begins. You will complete the same questionnaire at the end of the course. We will then compare both questionnaires. This comparison helps us know how well we did in reaching our goal to help your Project L.E.A.P. class improve its HIV Community Planning knowledge, skills, and abilities.

Today's Date: 04/06/2016

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

*\*\*Please know that the only reason we need your name on this form is to match it to the questionnaire you will complete at the end of the course. Your name will not be used for any other reason.*

Please rate how well you **currently** understand each of the following topics:

<i>I understand...</i>	Very Well	Quite Well	Fairly Well	A Little	Not at All
The sources and purposes of HIV care, treatment, and support services funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The structure and function of the Houston Ryan White Planning Council (RWPC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The structure and function of the Houston HIV Prevention Community Planning Group (CPG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRSA service category definitions for HIV care, treatment, and support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HIV-related Standards of Care and quality assurance methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate how well you can **currently** perform each of the following skills or activities:

<i>I can...</i>	Very Well	Quite Well	Fairly Well	A Little	Not at All
Read and understand needs assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Robert's Rules of Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engage in public speaking and give presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access community resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve as a role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in a group setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. **What is the purpose of the Ryan White HIV/AIDS Program?** *Select one:*
  - (A) To provide routine HIV testing in all health care settings
  - (B) To provide emergency and/or transitional housing for People Living with HIV/AIDS
  - (C) To provide HIV-related care, treatment, and support services for those who may not have sufficient resources to manage their HIV
  - (D) To lobby for new state and local legislation regarding HIV
2. **What federal agency funds the Ryan White HIV/AIDS Program?** *Select one:*
  - (A) The Centers for Disease Control and Prevention (CDC)
  - (B) The Health Resources and Services Administration (HRSA)
  - (C) The U.S. Department of Housing and Urban Development (HUD)
  - (D) Office of National HIV/AIDS Policy (ONAP)
3. **What federal agency funds HIV prevention activities in states and cities?** *Select one:*
  - (A) The Centers for Disease Control and Prevention (CDC)
  - (B) The Health Resources and Services Administration (HRSA)
  - (C) The U.S. Department of Housing and Urban Development (HUD)
  - (D) Office of National HIV/AIDS Policy (ONAP)
4. **Which Houston Ryan White Planning Council (RWPC) document contains data on consumer-reported HIV care needs?** *Select one:*
  - (A) The Assessment of the Administrative Mechanism
  - (B) Epidemiologic Profile
  - (C) The "Blue Book" Resource Guide
  - (D) Community Needs Assessment
5. **Which of the following lists only Core Medical Services for HIV, as defined by HRSA?** *Select one:*
  - (A) Food bank, medical case management, and legal services
  - (B) Oral health, transportation, and primary care
  - (C) Primary medical care, HIV medications, and medical case management
  - (D) Linguistic services, mental health, and HIV medications
6. **Which of these lists only Support Services for HIV, as defined by HRSA?** *Select one:*
  - (A) Transportation, legal services, and food bank
  - (B) HIV medications, hospice care, and primary care
  - (C) Medical case management, substance abuse treatment, and transportation
  - (D) Food bank, oral health, and linguistic services
7. **In the Houston Area, what do the Administrative Agents do?** *Select one:*
  - (A) Provide direct services to Ryan White consumers
  - (B) Distribute HIV care funds by contracting with agencies that provide direct services to Ryan White consumers
  - (C) Bring tasty snacks to all the meetings
  - (D) Provide support to the Planning Council
8. **Which of the following is an activity of the Houston Ryan White Planning Council (RWPC)?** *Select one:*
  - (A) Assessing the needs of People Living with HIV/AIDS
  - (B) Allocating Ryan White HIV/AIDS Program dollars
  - (C) Maintaining a comprehensive plan for HIV care services
  - (D) All of the above
9. **Which organization administers HIV prevention education, provides HIV/STD testing, and gives administrative support to the Houston Area HIV Prevention Community Planning Group (CPG)?** *Select one:*
  - (A) Ryan White Grants Administration (RWGA)
  - (B) Houston Department of Health and Human Services (HDHHS)
  - (C) Houston Regional HIV/AIDS Resource Group (TRG)
  - (D) Texas Department of Health and Human Services (DSHS)
10. **What is the purpose of a Standard of Care, as it relates to HIV services?** *Select one:*
  - (A) To determine whether an agency gets funding from Ryan White
  - (B) To set the minimum level of quality for HIV services
  - (C) To measure client satisfaction with HIV services
  - (D) To evaluate agencies funded through Ryan White
11. **Take a deep breath, and give yourself a pat on the back! You did marvelously. 😊**





# Houston Area HIV Services Ryan White Planning Council

## Office of Support

Project L.E.A.P. 2016

### Knowledge Assessment

The purpose of this questionnaire is to measure your understanding of core Project L.E.A.P. topics and skills *after* you have completed the course. You may remember completing the same questionnaire on the first day of the course. We will be comparing both questionnaires. This comparison helps us know how well we did in reaching our goal to help your Project L.E.A.P. class improve its HIV Community Planning knowledge, skills, and abilities.

Today's Date: 07/20/2016

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

*\*\*Please know that the only reason we need your name on this form is to match it to the questionnaire you will complete at the end of the course. Your name will not be used for any other reason.*

Please rate how well you **currently** understand each of the following topics:

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Project LEAP

Budget Comparison -- 2012 – 2016

Item	2012 Expenses	2013 Expenses	2014 Expenses	2015 Expenses	2016 Expenses
Personnel & Fringe	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Supplies	1,182	1,159	522.72	638.47	493.44
Facilities Rental	268	875	317.50	273.75	1,157.50
Speaker Fees	0	0	0	0	100
Student Reimbursement					
Transportation	3,294	3,178	4,878.35	1,030.72	1,242.06
Dependent Care	560	705	0	0	0
Food	7,844	5,897	7,553.03	4,090.90	3,733.56
Staff Mileage	200	25	20	20	20
Graduation Shirts	630	858	808.90	300.50	493.82
<b>TOTAL</b>	<b>\$13,978</b>	<b>\$12,697</b>	<b>\$14,100.50</b>	<b>\$6,354.34**</b>	<b>\$7,240.38</b>

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

# 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.

## **2016 Project LEAP Student Selection Guidelines**

The following guidelines will be used by the Office of Support to select students for the 2016 Project LEAP cohort. They are presented in order of priority:

1. As outlined in the Service Definition for Project LEAP:
  - a. The Office of Support shall enroll at least 12 (20 if evening class) HIV-infected individuals and no more than 6 (10 if evening class) affected others. Preference will be given to non-aligned (non-conflicted) consumers of Ryan White HIV/AIDS Program services in the Houston EMA and high risk applicants.
  - b. Selected students shall be representative of the demographics of current HIV/AIDS 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 2016 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 2016 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

January						
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## United States Holidays and Observances

Jan 01	New Year's Day	Jan 16	M L King Day	Feb 14	Valentine's Day
Feb 20	Presidents' Day	Apr 14	Good Friday	Apr 16	Easter Sunday
May 14	Mother's Day	May 29	Memorial Day	Jun 18	Father's Day
Jul 04	Independence Day	Sep 04	Labor Day	Oct 09	Columbus Day
Oct 31	Halloween	Nov 11	Veterans Day	Nov 23	Thanksgiving Day
Dec 25	Christmas				

# 2016

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November						
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December						
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# 2016 Project LEAP Recruitment

Status	Date	Location/Event	Recruiter
<b>AGENCIES</b>			
		AAMA	Steven V.
		Accesshealth/Ft. Bend	
		AFH & Housing Complexes	Isis
		Baylor Teen Clinics	Diane
		Bering Support Group/Church, dental clinic, day treatment	Denis
		Blast Fax	Diane
		Change Happens!	Robert
		HACS	Robert
		HATCH	Amber
		Legacy	Isis/Montrose; Tracy/Baytown; Teresa/Lyons
		Living Without Limits	Gene
		Lord of the Streets	Kevin
		Montrose Center	Teresa
		Planned Parenthood	Teresa
		RMCC	Teresa
		San Jacinto Apartments	Gene
		St. Hope Foundation	Curtis, Herman
		St. John's Downtown	Denis
		SEARCH	Teresa
		TSHC & Thomas St. Advisory Council	Isis & Curtis
		Thomas St. Education Program	"
		Thomas St. Mentor Program	"
		The Beacon	Kelvin
		A Caring Safe Place/Lydia's Place	Kelvin
<b>GROUPS</b>			
		2005 - 2015 LEAP Graduates	Diane
		AA State of Emergency Task Force	Teresa
		Adolescent Trial Network	
		Connect to Protect Coalition	Amber
		Gateway to Care Monthly Meetings	
		HCV Task Force	Robert
		Heterosexual Peer Group	
		HIV & Aging Coalition	Ruth
		HIV FOCUS	
		HIV Prevention Contractors	Tori to Cathy W.
		HOPWA All-Providers	
		Houston Medical Monitoring Project	Amber
		IMPAACT CAB	
		Latino HIV Task Force	Steven V.



Status	Date	Location/Event	Recruiter
		MPACT	Ted A.
		Part A CM Supervisors/CM	Diane
		Part D Partners	Tori to Sha'Terra
		Positive Brothers	Gene
		Rural Part B/SS Providers	Tori to Sha'Terra
		SIRR (next mtg Jan 27 2016)	Diane
		Youth Task Force	Robert
		United Way Interagency Meeting	
		VA Hospital	Michael K.
<b>MEDIA/ONLINE</b>			
	January	Ads in Outsmart, Houston Defender, and community newspapers in rural areas; RMCC bulletin and email list	Diane
		Project LEAP Alumni FB Page	<b>NOT</b> Diane - I don't have access to this
		THAC FB Page	
		DSHS Insider	Diane
		Idealist	<b>NOT</b> Diane - I don't know what this is
		Craigslist	Diane
		The largest HIV+ Meetup Group in Houston	<b>NOT</b> Diane - I don't know what this is
<b>SPECIAL EVENTS</b>			
		Planning Council Orientation	Tori
<b>OTHER</b>			
		Multi Service Centers <ul style="list-style-type: none"> <li>• Kashmere</li> <li>• Third Ward</li> </ul>	Teresa Kevin
	Ongoing	Bars/Clubs/testing events	All
	Ongoing	Grocery Stores	All
	Ongoing	Post Offices	All
		Houston Community College	Robert
		Joseph Gathe, MD office	Kevin
		<del>Houston Public Library</del>	They told Tracy NO
		Plymouth Church	Teresa
		Radio PSA	Diane
		Signs and Wonders Church	
		U of H downtown	Teresa
		Urgent Care Clinics	<b>All</b>
		Walgreens	All
		Wheeler Ave Church	Denis
		Dr. Schroeder & Carroll Clinic	
		U.T. Physicians - Fannin	Teresa
		U.T. Physicians - Bellaire	Tracy G.
		Dr. Crofoot (go through Maggie, RN)	Tori
		UH Health Center	
		Dr. Gary Brewton	
		Baylor Clinic	

Status	Date	Location/Event	Recruiter
		Northside Health Center	Isis
		Dr. Hunter Hammill	
		Dr. Arya Mouisha	
		Dr Alexandra Pellicena	
		Emmaus Healthcare	