

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:30 am, Thursday, January 17, 2019

Meeting Location: 2223 W. Loop South, Suite 240

Houston, Texas 77027

AGENDA

- I. Call to Order Ella Collins-Nelson
and Johnny Deal
- A. Moment of Reflection
 - B. Adoption of the Agenda
 - C. Adoption of the Minutes
- II. Public Comments and Announcements
(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. **When signing in, guests are not required to provide their correct or complete names.** All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person living with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization.)
- III. 2019 Council Orientation Itinerary – to be distributed at the meeting Tori Williams
- A. Review itinerary and sign up for tasks
- IV. Project LEAP 2019 Amber Harbolt
Allen Murray
- A. 2018 Project LEAP Evaluation
 - B. 2019 Service Definition
 - C. 2019 Student Selection Guidelines
- V. Announcements
- VI. Adjourn

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

10:00 am, Thursday, November 20, 2018

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

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Ella Collins-Nelson, Co-Chair	Ruth Atkinson	Staff
Johnny Deal, Co-Chair	Allen Murray	Tori Williams, Director
Ardry “Skeet” Boyle		Rod Avila, Assistant Coordinator
Bobby Cruz		
Ronnie Galley		

Call to Order: Johnny Deal, Co-Chair, called the meeting to order at 10:00 a.m. and asked for a moment of reflection.

Adoption of the Agenda: ***Motion #1:*** *it was moved and seconded (Boyle, Ronnie) to adopt the agenda. Motion carried unanimously.*

Approval of the Minutes: Before voting on this next motion, Deal asked Committee member Boyle to chair the meeting. Boyle agreed. ***Motion #2:*** *it was moved and seconded (Collins-Nelson, Deal) to approve the October 23, 2018 minutes. Motion carried. Abstentions: Galley.*

Deal resumed his role as Chair of the meeting.

New Business

Important Events: Williams reminded the committee that members of the 2018 Operations Committee designs and hosts the 2019 Council Orientation. The committee addressed the following:

- Performance Evaluation of the Director of the Office of Support: The Co-Chairs of the Operations Committee are available to join the Chair of the Planning Council on the following dates: 12/4/18, 12/5/18, and 12/8/18. Williams will contact the Chair of the Council and get back to the Co-Chairs of the Committee to confirm the date of the performance evaluation.
- The Mentor/Mentee Luncheon will be at 12 noon on Thursday January 17, 2019.
- Members of the 2018 Operations Committee will meet at 11 am on January 17, 2019 to finalize the agenda for the Ryan White Planning Council Orientation.
- The all-day Ryan White Planning Council Orientation will start at 8 am on Thursday January 24, 2019.

Collins-Nelson suggested the creation of a policy that would require candidates running for office on the Council to submit a short description of their credentials in advance of the annual election. Williams pointed out that the current policy does that. Collins-Nelson felt that some repercussions should be built in to make sure that it is done. Galley pointed out that individuals nominated the day of the election are not required to submit the same paperwork and must provide this information in an impromptu speech the day of the election. Williams offered to send a second reminder to current

candidates in order to emphasize the existing requirement.

2019 Council Orientation: The location of the 2019 Council Orientation will be Third Coast Restaurant. The restaurant has agreed to provide reserved parking since parking has been a problem in previous years. Committee members reviewed the 2018 Ryan White Orientation Evaluation results. Overall, the 2018 Orientation received reviews of excellent. Members made the following suggestions for the day of Orientation: new Council members will arrive first, Williams will extend an invitation for the new County Judge to address the Council, “Honoring Those Who have Gone Before Us” will remain before lunch since it can be emotional, and Denis Kelly will be asked to lead the group in an activity that will allow members to stretch. Williams will invite someone from the Texas Department of State Health Services to present information on Retention in Care, the Continuum of Care and/or Transgender Data.

Memorandum of Understanding with Part A stakeholders: After committee members discussed the document, ***Motion #3: it was moved and seconded (Boyle, Galley) to keep the Memorandum of Understanding with Part A stakeholders as is and review it again in the fall of 2019. Motion passed unanimously.***

Letter of Agreement with Ryan White Part B stakeholders: After the committee discussed the document, ***Motion #4: it was moved and seconded (Collins-Nelson, Boyle) to approve the suggested changes to the document and to send the draft copy of the Letter of Agreement with Ryan White Part B stakeholders to The Resource Group and DSHS for their review and comments. Motion passed unanimously.***

Old Business

Quarterly Committee Report: The Committee Co-Chairs will fill out the quarterly committee report.

Announcements: None

Adjournment: *Motion 5#:* it was moved and seconded (Collins-Nelson, Boyle) to adjourn the meeting at 10:43 a.m. Motion carried unanimously.

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Final



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

2018 Project LEAP Final Report

Approved: December 17, 2018

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

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Introduction

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

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

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

This report summarizes results from the 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 PLWH 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

**Project LEAP youth enrollees and graduates reflect 18-24 years

Obj. 2: Course Completion

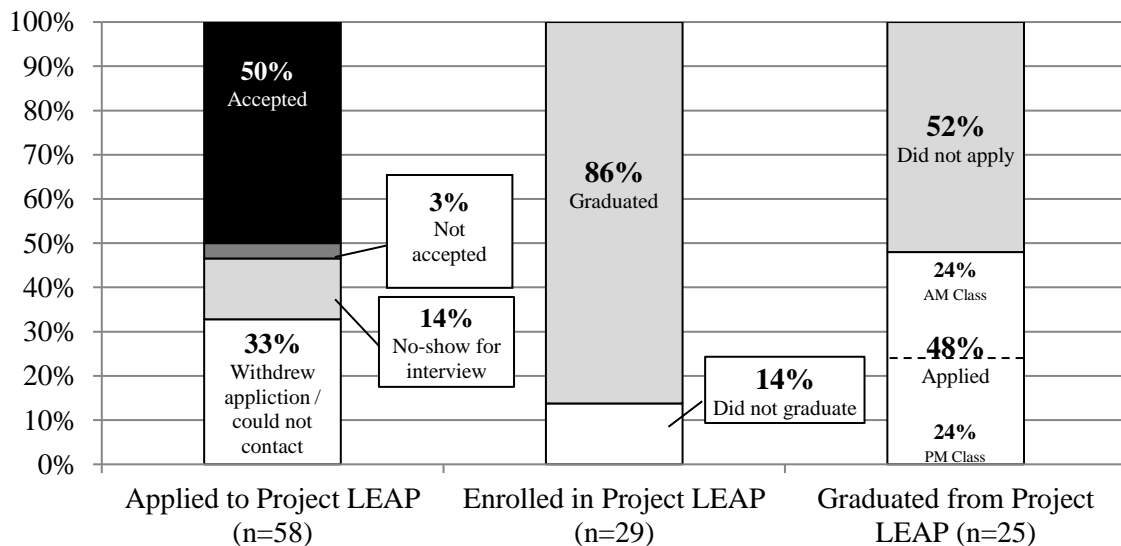
From the FY18 Project LEAP Service Definition:

- 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 8 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 48% 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

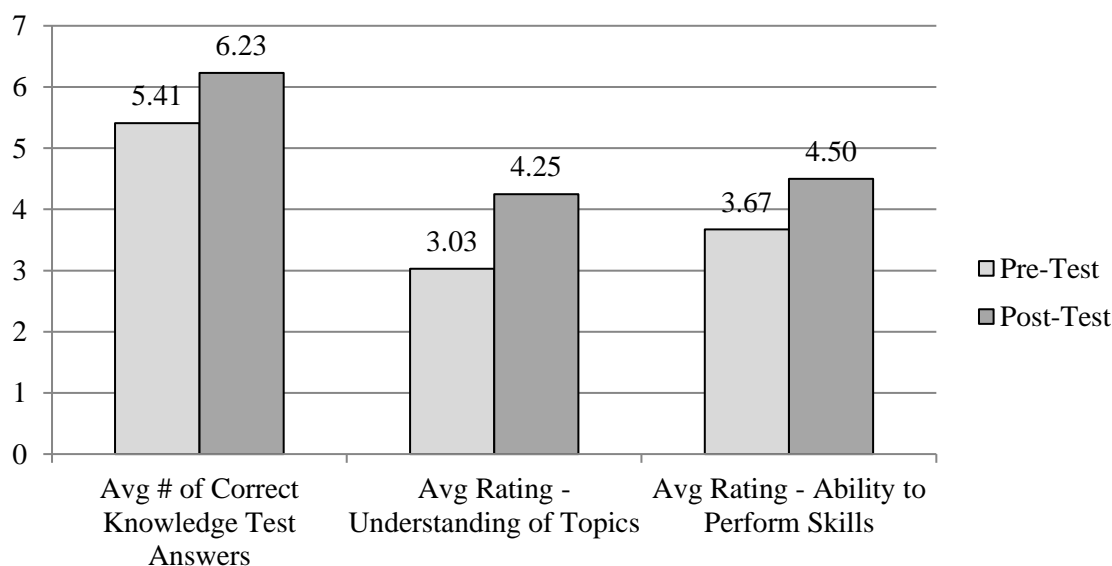
From the FY18 Project LEAP Service Definition:

- 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

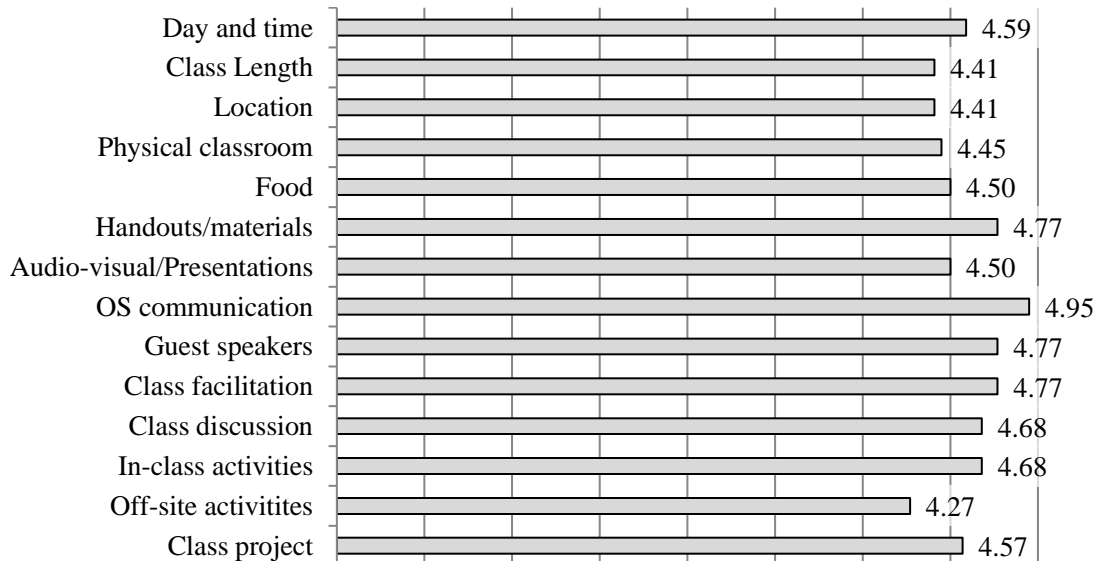
From the FY18 Project LEAP Service Definition:

- 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 in 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 4.27

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 complimented 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
--

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

Gerry Cantu

Latino HIV Task Force;

Bobby Cruz

Member, Ryan White Planning Council

Sha'Terra Johnson-Fairley, LMSW

The Resource Group

Heather Keizman, RN

Ryan White Grant Administration

Denis Kelly

Member, Community Planning Group;

Committee Member, Ryan White Planning Council

Juma Koroma

Legacy Community Health

Jeffrey Meyer, MD, MPH

Houston Health Department

Office of Support Staff

Tori Williams, Director

Amber Harbolt, Health Planner

Diane Beck, Council Coordinator

Rodriga Avila, Assistant Coordinator

Scot More

Coalition for the Homeless of Houston/Harris County

John Nechman

Katine & Nechman L.L.P.

Cecilia Oshingbade

Chair, Ryan White Planning Council

Krystal Perez

Houston Department of Housing & Community Development

Venita Ray

Community Advocate

Gloria Sierra

Member, Ryan White Planning Council

Texas Children's Hospital

Paul Simmons, MSN, NP-C

Legacy Community Health

Charleston Stoker

AIDS Foundation Houston

Crystal Townsend

Community Co-Chair, Community Planning Group;

The Resource Group

Steven Vargas

Member, Ryan White Planning Council;

Association for the Advancement of Mexican Americans

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

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;
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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.

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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.

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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;
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4. Specific training on HIV-related Standards of Care, quality assurance methods and HRSA service category definitions.

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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.

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EXAMPLE

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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	
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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.



Houston Area HIV Services Ryan White Planning Council Office of Support

Project L.E.A.P. 2018 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 4 Room 416	<ul style="list-style-type: none"> • Overview of Project LEAP • Housekeeping, Logistics, and Ground Rules • Student Introductions and Expectations • HIV and Hepatitis • Introduction to Robert's Rules of Order • The History of HIV in the Houston Area 	
2	April 11 Room 416	<ul style="list-style-type: none"> • Epidemiology Overview • Panel: Barriers to Reaching, Linking & Retention in Care, focusing on African Americans, Hispanics, MSM and Youth • Overview of HIV/AIDS Care Funds • From HRSA to Council: Overview of the Ryan White HIV/AIDS Program • Designing HIV Care Services: How to Best Meet the Need 	
3	April 18 Room 416	<ul style="list-style-type: none"> • HIV Prevention Programs: CDC to CPG • Comprehensive HIV Planning • Project LEAP Comprehensive Plan • Policies and Procedures: the PB&J Exercise 	
4	April 25 Room 416	<ul style="list-style-type: none"> • PrEP and PeP • Robert's Rules of Order Exercise • Community Needs Assessments • The HIV Continuum of Care • Project LEAP Comprehensive Plan 	
5	May 2 Room 416	<ul style="list-style-type: none"> • Leadership and Presentation Skills Building 	
6	May 9	Attend a Community Meeting – no class	

Week	Date	Topics	Key
7	May 16 Room 416	<ul style="list-style-type: none"> Project LEAP Comprehensive Plan – finalize and prepare class presentation Health Literacy Prepare for CPG Meeting 	
8	THURSDAY May 24 (Keep Room 416)	Attend the HIV Prevention Community Planning Group (CPG) Meeting	
9	May 30 Room 416	<ul style="list-style-type: none"> Homelessness and HIV Housing Opportunities for Persons with AIDS (HOPWA) The Criminalization of HIV Blue Book Treasure Hunt 	
10	June 6 Room 416	<ul style="list-style-type: none"> Introduction to Transgender Topics Mental Health and HIV The RFP Process General Overview: Epi Report and EIIHA Strategy LEAP Comprehensive Plan –practice presentation 	
11	THURSDAY June 14 Room 532	Attend the RWPC Meeting and Present the Project LEAP Comprehensive Plan	
12	June 20 Room 416	<ul style="list-style-type: none"> Plan for LEAP Graduation – Student photos Priority and Allocations Exercise Prepare for Priority & Allocations Committee Meeting 	
13	June 27 Room 416	<ul style="list-style-type: none"> Attend the Priority & Allocations Committee Meeting Plan for LEAP Graduation 	
14	July 4	Participate in an HIV Testing Event – no class	
15	July 11 Room 532	<ul style="list-style-type: none"> Intimate Partner Violence & HIV Advocacy 101 Ryan White Standards of Care & Performance Measures Council and CPG Application Process/Forms Community Meeting Report-Backs 	
16	July 18 Room 416	<ul style="list-style-type: none"> From Project LEAP to Planning Body: Panel of Planning Body and C.A.B. Members Council and COI Refresher & Mock Interviews Course Wrap-Up 	
17	THURSDAY July 26	Graduation Dinner and Ceremony	



Houston Area HIV Services Ryan White Planning Council

Office of Support

Project L.E.A.P. 2018

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: 04/04/2018

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)
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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
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 - (D) To evaluate agencies funded through Ryan White
11. **Take a deep breath, and give yourself a pat on the back! You did marvelously. 😊**



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 Project L.E.A.P. 2018

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Today's Date: 07/18/2018

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3		X					X			X
4		X		X	X			X		X
5	X					X				
6	X			X	X		X			
7	X			X	X	X				
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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.

2019 Project LEAP Student Selection Guidelines

The following guidelines will be used by the Office of Support to select students for the 2019 Project LEAP cohort. They are presented in order of priority:

1. As outlined in the 2019 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, race/ethnicity, and the special populations of young adults (age 18 - 24) and people who are transgender.
2. Not be a prior Project LEAP graduate.
 - a. If the applicant is a prior LEAP graduate, they may be selected for the 2019 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 2019 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.