

# HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



## STEERING COMMITTEE

### AGENDA

12 noon, Thursday, February 7, 2019  
2223 W. Loop South, Suite 240  
Houston, Texas 77027

- |      |   |   |
|------|---|---|
| I.   | Call to Order   | Bruce Turner, Chair<br>RW Planning Council      |
|      | A. Welcoming Remarks  |   |
|      | B. Moment of Reflection   |   |
|      | C. Adoption of the Agenda   |   |
|      | D. Adoption of the Minutes  |   |
| II.  | Public Comment 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. 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. If you work for an organization, but are representing yourself, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting. All information from the public must be provided in this portion of the meeting.) |   |
| III. | Goals for the 2019 Planning Year  | Bruce Turner                                    |
| IV.  | Reports from Committees   |   |
|      | A. Comprehensive HIV Planning Committee   | Ted Artiaga and<br>Daphne L. Jones, Co-Chairs   |
|      | No report.  |   |
|      | B. Affected Community Committee   | Rodney Mills and<br>Isis Torrente, Co-Chairs    |
|      | No report   |   |
|      | C. Quality Improvement Committee  | Denis Kelly and<br>Gloria Sierra, Co-Chairs     |
|      | No report.  |   |
|      | D. Priority and Allocations Committee   | Peta-gay Ledbetter and<br>Bobby Cruz, Co-Chairs |
|      | No report   |   |
|      | E. Operations Committee   | Ronnie Galley and<br>Allen Murray, Co-Chairs    |
|      | <i>Item:</i> 2019 Mentor/Mentee Luncheon  |   |
|      | <i>Recommended Action:</i> FYI: Verbal update on the January 17, 2019 Mentor/Mentee Luncheon.   |   |

*Item: 2019 Council Orientation*

*Recommended Action: FYI: Verbal update on the 2019 Council Orientation, which was hosted by the 2018 Operations Committee.*

*Item: 2018 Project LEAP*

*Recommended Action: FYI: See the attached 2018 Project LEAP Evaluation.*

*Item: 2019 Project LEAP*

*Recommended Action: **Motion:** Approve the 2019 Project LEAP Service Definition and Student Selection Guidelines.*

- |       |  |  |
|-------|--|--|
| V.    | 2019 Council Activities  | Tori Williams                                |
|       | A. Petty Cash Memorandum   |  |
|       | B. 2019 Timeline of Critical Activities (to be distributed at the meeting) |  |
| VI.   | Report from the Office of Support  | Tori Williams, Director                      |
| VII.  | Report from Ryan White Grant Administration                                | Carin Martin, Manager                        |
| VIII. | Report from The Resource Group   | Sha'Terra Johnson-Fairley,<br>Health Planner |
| IX.   | Announcements  |  |
| X.    | Adjournment  |  |

# HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



## STEERING COMMITTEE

### MINUTES

12 noon, Thursday, November 29, 2018  
2223 W. Loop South, Suite 240; Houston, Texas 77027

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Cecilia Oshingbade, Chair	Tana Pradia, excused	<i>The Resource Group</i>
Skeet Boyle, Vice Chair	Ella Collins-Nelson, excused	<i>Yvette Garvin</i>
Carol Suazo, Secretary	Johnny Deal, excused	
Rodney Mills	Gloria Sierra, excused	<i>Ryan White Grant Administration</i>
Ted Artiaga	Steven Vargas, excused	Carin Martin
Bruce Turner		
Peta-gay Ledbetter		<i>Office of Support</i>
Denis Kelly		Tori Williams
		Amber Harbolt
		Diane Beck

**Call to Order:** Cecilia Oshingbade, Chair, called the meeting to order at 12:11 p.m.

During the opening remarks, Oshingbade thanked all the members of the Steering Committee, adding that this is the last Steering Committee meeting of 2018. Council members who must retire from the Council at the end of this year include: Skeet, Steven, Ella and herself, which is a good sized portion of the leadership team. Another person who will be retiring from his position on January 1<sup>st</sup> is the County Judge. Steven, Skeet and Oshingbade were invited to Commissioners Court on November 13<sup>th</sup> to receive the World AIDS Day resolution. The Judge made some very complimentary remarks about the work of the Planning Council and we gave him a certificate that said “More Than Words Can Say, You’re Appreciated In Every Way”. Please note that the election for the officers of the 2019 Planning Council will be on December 6<sup>th</sup>. Please be sure that you are in attendance that day in order to vote for the candidate of your choice and to help meet quorum.

After calling for a Moment of Reflection, Oshingbade invited committee co-chairs to select the co-chair who would be voting on behalf of their committee at today’s meeting. Those selected to represent their committee were: Mills for Affected Community, Artiaga for Comprehensive HIV Planning, Ledbetter for Priority and Allocations and Kelly for Quality Improvement.

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

**Approval of the Minutes:** **Motion #2:** *it was moved and seconded (Artiaga, Kelly) to approve the November 1, 2018 minutes. Motion carried.* Abstentions: Ledbetter.

**Public Comment and Announcements:** None.

### **Reports from Committees**

**Comprehensive HIV Planning Committee:** Ted Artiaga, Co-Chair, reported on the following:  
Year 1 (2017) Comprehensive Plan Evaluation Report: ***Motion #3: Approve the attached Year 1 (2017) Comprehensive Plan Evaluation Report. Motion Carried.***

Quarterly Committee Report: Please see the attached Quarterly Committee Report.

**Affected Community Committee:** Rodney Mills, Co-Chair, reported on the following:  
2018 World AIDS Day: See the attached calendar of 2018 World AIDS Day events.

Community Events: See the attached list of 2018 Community Events.

Greeters: See the attached list of 2018 greeters.

**Quality Improvement Committee:** Denis Kelly, Co-Chair, reported on the following:  
Reports from RW Administrative Agent – Part A/MAI: See the attached:

- FY18 Service Utilization Report (2nd Qtr.) – Part A/MAI, dated 10/24/18

Reports from RW Administrative Agent – Part B/SS: See the attached reports:

- FY18/19 Procurement – Part B, dated 11/05/18
- FY18/19 Procurement – DSHS State Services (SS), dated 11/05/18
- FY17/18 Procurement – DSHS State Services (SS), dated 11/05/18
- FY17/18 Procurement – DSHS SS Service Utilization, dated 11/05/18
- FY18/19 Health Insurance Assistance Program, dated 11/01/18

FY 2019 Standards of Care – Part A/MAI: ***Motion #4: To approve the attached recommended changes to the Ryan White Part A/MAI FY 2019 Standards of Care, which are being forwarded to the Part A/MAI Administrative Agent as recommendations. Motion Carried.***

2018-2019 Quality Management Plan – Part A/MAI: See the attached 2018-2019 Houston Eligible Metropolitan Area: Ryan White Care Act Part A Quality Management Plan, dated January 2018.

FY 2019-2020 Standards of Care – Part B/SS: Williams asked the committee to review the email from P.Martin regarding the attached document. ***Motion #5: To approve the attached recommended changes to the Ryan White Part B/SS FY 2019-2020 Standards of Care, which are being forwarded to the Part B/SS Administrative Agent as recommendations. Motion Carried.***

**Priority and Allocations Committee:** No report.

**Operations Committee:** Skeet Boyle, Vice Chair, reported on the following:

Election of Officers for the 2019 Planning Council: See the attached slate of nominees for officers of the 2019 Ryan White Planning Council. The floor will be open for additional nominees the day of the election, which is Thursday, December 6, 2018.

Important Dates in 2019: Please note the following important meeting dates in 2019:

- Mentor Luncheon – Thursday, January 17, 2019
- All-day Council Orientation – Thursday, January 24, 2019

**Report from Office of Support:** Tori Williams, Director, summarized the attached report.

**Report from Ryan White Grant Administration:** Carin Martin, Manager, summarized the attached report.

**Report from The Resource Group:** Yvette Garvin, Executive Director, summarized the attached report.

**Announcements:** Oshingbade thanked all members for co-chairing a committee this year.

**Adjournment:** The meeting adjourned at 12:49 p.m.

Submitted by:

Approved by:

\_\_\_\_\_

Tori Williams, Director

Date

\_\_\_\_\_

Committee Chair

Date

## 2018 Steering Committee Voting Record for Meeting Date 11/29/18

C = Chaired the meeting, JA = Just arrived, LM = Left the meeting, VP = Participated via telephone, nv = Non-voting member

Aff - Affected Community Committee, Comp - Comprehensive HIV Planning Committee, Op - Operations Committee,  
PA - Priority and Allocations Committee, QI - Quality Improvement Committee

MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 Approve Comp Plan Year 1 Evaluation Report Carried				Motion #4 FY 19/20 Part A/MAI Standards of Care Carried				Motion #5 FY 19/20 Part B/SS Standards of Care Carried			
	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent	Yes	No	Abstain
Cecilia Oshingbade, Chair				C				C				C				C				C
Skeet Boyle, Vice Chair ja 12:16	X				X					X				X				X		
Carol Suazo, Secretary		X				X				X				X				X		
Rodney Mills, Aff		X				X				X				X				X		
Ted Artiaga, Comp		X				X				X				X				X		
Peta-gay Ledbetter, PA lm 12:44		X						X		X				X				X		
Denis Kelly, QI		X				X				X				X				X		
<b><i>Non-voting members at the meeting:</i></b>																				
Bruce Turner, PA																				
<b><i>Absent members:</i></b>																				
Tana Pradia, Aff																				
Steven Vargas, Comp																				
Ella Collins-Nelson, Op																				
Johnny Deal, Op																				
Gloria Sierra, QI																				

# Operations Committee Report

**Final**



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

## **2018 Project LEAP Final Report**

Approved: December 17, 2018

Prepared by:  
Amber Harbolt  
**Office of Support**  
(832) 927-7926 telephone  
[www.rwpchouston.org](http://www.rwpchouston.org)





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

**Table of Contents**

<b>Introduction</b> .....	3
<b>Service Definition Objective 1</b> .....	4
• Contact Hours Requirements.....	4
• Curriculum Requirements.....	5
<b>Service Definition Objective 2</b> .....	6
• Class Composition vs. Current HIV Prevalence.....	6
• Course Completion.....	7
• Pre/Post-Training Evaluation Results.....	8
• Process Evaluation and Lessons Learned.....	9
<b>“Knowledge is power but most memorable is the learning experience in every class.”: The Life-Changing Impact of Project LEAP</b> .....	11
<b>Budget Information and Comparison</b> .....	12
<b>Acknowledgments</b> .....	14
<b>Attachments</b> .....	15
• FY18 Project LEAP Service Definition (approved 12-14-17)	
• 2018 Project LEAP Course Overview	
• 2018 Pre/Post-Training Evaluation Forms	

## Introduction

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

Project LEAP is currently designed as a weekly class spanning 16 weeks including classroom training, out-of-class time observation, and experiential community-based learning. On the 17<sup>th</sup> 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**

	<b>FY18 Service Definition</b> (approved 12-14-17)	<b>2018 Project LEAP Syllabus</b> (conducted 4-4-18 through 7-18-18)	
<b>Requirement</b>	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)
<b>Total per class</b>	56	62	
<i>Number of classes</i>	≤2	2	
<b>Total contact hours</b>	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)	
	#	%	#	%	#	%	#	%
<b>Race/Ethnicity</b>								
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
<b>Sex</b>								
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
<b>Age</b>								
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

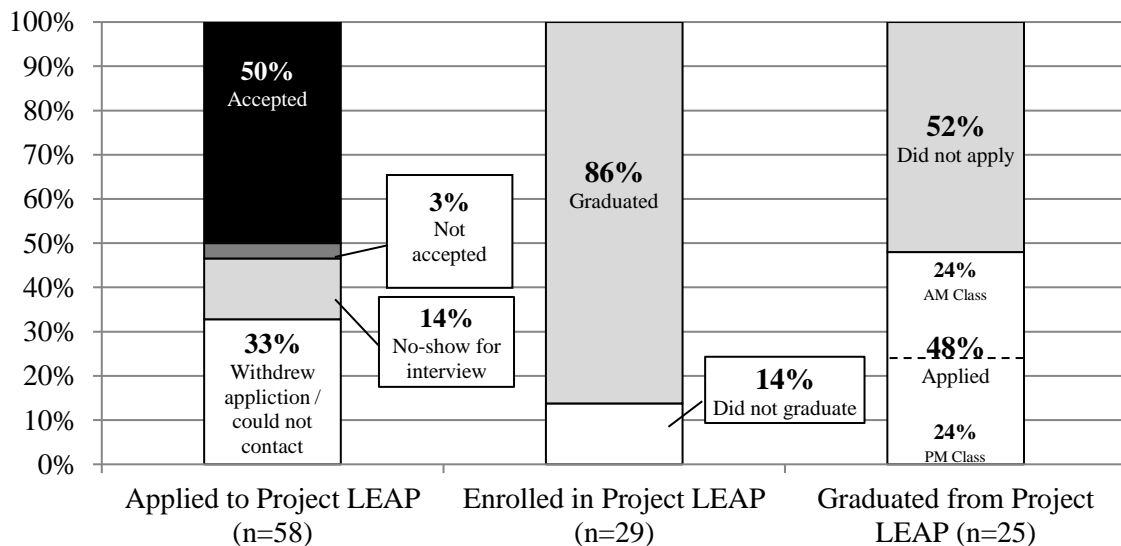
From the FY18 Project LEAP Service Definition:

- 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

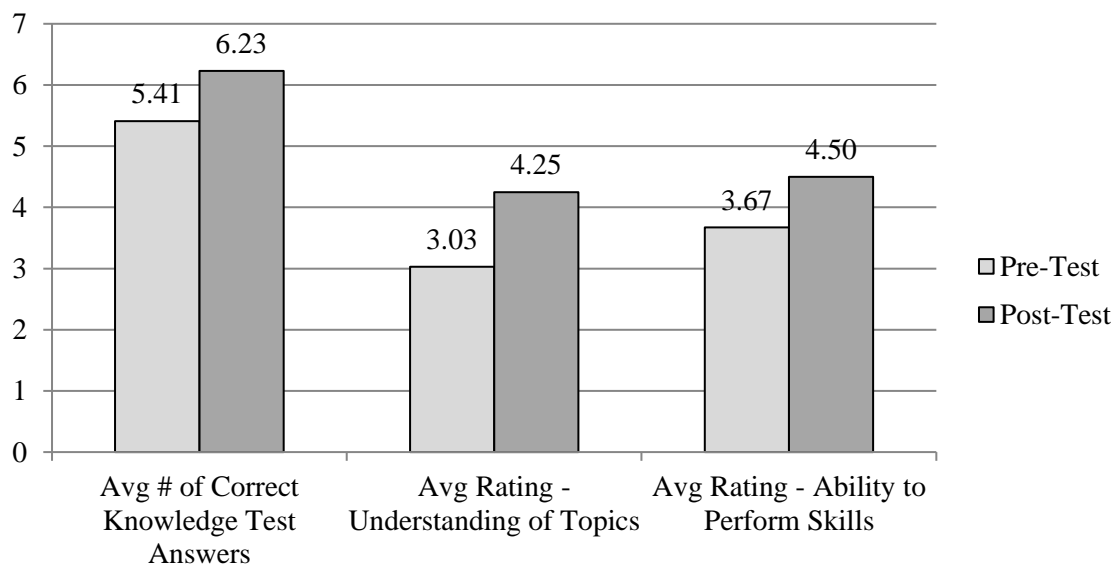
From the FY18 Project LEAP Service Definition:

- 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

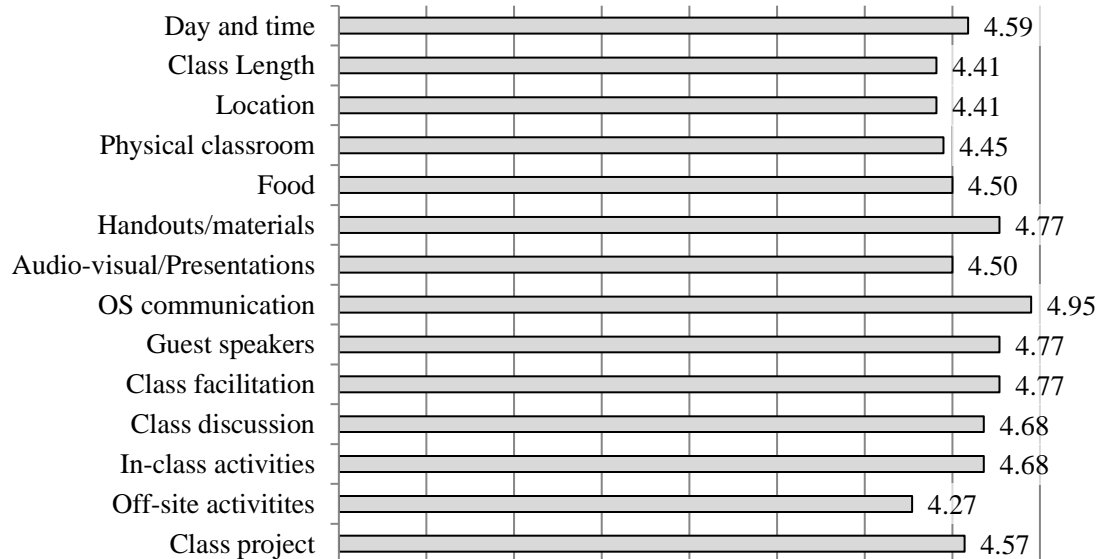
From the FY18 Project LEAP Service Definition:

- 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.”

<b>Budget Information and Comparison</b>
--

Original Cost of the Program:	\$ 52,000
2018 Cost of the Program:	\$ 13,264
<b>Total Savings:</b>	<b>\$ 38,736</b>

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**

<b>Item</b>	<b>2012 Expenses</b>	<b>2013 Expenses</b>	<b>2014 Expenses</b>	<b>2015 Expenses</b>	<b>2016 Expenses</b>	<b>2017 Expenses</b>	<b>2018 Expenses</b>
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
<b>TOTAL</b>	<b>\$13,978</b>	<b>\$12,697</b>	<b>\$14,100</b>	<b>\$6,355**</b>	<b>\$7,241**</b>	<b>\$13,824</b>	<b>\$13,264</b>

**\*\*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;
- B. 6 hours of participation in Ryan White Planning Council and/or Committee related activities; and
- C. 6 hours of participation in HIV-related community activities;

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

Agency will provide reimbursement of eligible expenses to participants during the period of enrollment to reimburse these participants for out of pocket costs related to

their participation, limited to transportation, childcare, and meals. Agency agrees to provide Harris County Public Health (HCPH)/Ryan White Grant Administration (RWGA) and the Houston RWPC with written reports and project summaries as requested by Harris County and in a form acceptable to Harris County, regarding the progress and outcome of the project.

**Agency will provide Harris County with a written report summarizing the activities accomplished during the term of the contract within thirty calendar days after the completion of the project. If completed with a noncontract agreement, written report must be submitted at the end, or before the end, of the project calendar year.**

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

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

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

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



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

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

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

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

# EXAMPLE

## Recommended Project LEAP Class of 2018

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

Race/Ethnicity	EMA HIV/AIDS prevalence as of 12/31/10*		PC Members as of 09/01/11		Non-Aligned Consumers on PC	
	No.	%	No.	%	No.	%
White, not Hispanic	5,605	26.85%	7	19.44%	4	25.00%
Black, not Hispanic	10,225	48.98%	19	52.78%	8	50.00%
Hispanic	4,712	22.57%	10	27.78%	4	25.00%
Other	333	01.60%	0	00.00%	0	0.00%
<b>Total*</b>	<b>20,875</b>	<b>100%</b>	<b>36</b>	<b>100%</b>	<b>16</b>	<b>100%</b>
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%
<b>Total*</b>	<b>20,875</b>	<b>100%</b>	<b>36</b>	<b>100%</b>	<b>16</b>	<b>100%</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. 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"> <li>• Overview of Project LEAP</li> <li>• Housekeeping, Logistics, and Ground Rules</li> <li>• Student Introductions and Expectations</li> <li>• HIV and Hepatitis</li> <li>• Introduction to Robert's Rules of Order</li> <li>• The History of HIV in the Houston Area</li> </ul>	
2	April 11 Room 416	<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>• Overview of HIV/AIDS Care Funds</li> <li>• From HRSA to Council: Overview of the Ryan White HIV/AIDS Program</li> <li>• Designing HIV Care Services: How to Best Meet the Need</li> </ul>	
3	April 18 Room 416	<ul style="list-style-type: none"> <li>• HIV Prevention Programs: CDC to CPG</li> <li>• Comprehensive HIV Planning</li> <li>• Project LEAP Comprehensive Plan</li> <li>• Policies and Procedures: the PB&amp;J Exercise</li> </ul>	
4	April 25 Room 416	<ul style="list-style-type: none"> <li>• PrEP and PeP</li> <li>• Robert's Rules of Order Exercise</li> <li>• Community Needs Assessments</li> <li>• The HIV Continuum of Care</li> <li>• Project LEAP Comprehensive Plan</li> </ul>	
5	May 2 Room 416	<ul style="list-style-type: none"> <li>• Leadership and Presentation Skills Building</li> </ul>	
6	May 9	Attend a Community Meeting – no class	

Week	Date	Topics	Key
7	May 16 Room 416	<ul style="list-style-type: none"> <li>• Project LEAP Comprehensive Plan – finalize and prepare class presentation</li> <li>• Health Literacy</li> <li>• Prepare for CPG Meeting</li> </ul>	
8	<b>THURSDAY</b> 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"> <li>• Homelessness and HIV</li> <li>• Housing Opportunities for Persons with AIDS (HOPWA)</li> <li>• The Criminalization of HIV</li> <li>• Blue Book Treasure Hunt</li> </ul>	
10	June 6 Room 416	<ul style="list-style-type: none"> <li>• Introduction to Transgender Topics</li> <li>• Mental Health and HIV</li> <li>• The RFP Process</li> <li>• General Overview: Epi Report and EIIHA Strategy</li> <li>• LEAP Comprehensive Plan –practice presentation</li> </ul>	
11	<b>THURSDAY</b> 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"> <li>• Plan for LEAP Graduation – Student photos</li> <li>• Priority and Allocations Exercise</li> <li>• Prepare for Priority &amp; Allocations Committee Meeting</li> </ul>	
13	June 27 Room 416	<ul style="list-style-type: none"> <li>• Attend the Priority &amp; Allocations Committee Meeting</li> <li>• Plan for LEAP Graduation</li> </ul>	
14	July 4	Participate in an HIV Testing Event – no class	
15	July 11 Room 532	<ul style="list-style-type: none"> <li>• Intimate Partner Violence &amp; HIV</li> <li>• Advocacy 101</li> <li>• Ryan White Standards of Care &amp; Performance Measures</li> <li>• Council and CPG Application Process/Forms</li> <li>• Community Meeting Report-Backs</li> </ul>	
16	July 18 Room 416	<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 COI Refresher &amp; Mock Interviews</li> <li>• Course Wrap-Up</li> </ul>	
17	<b>THURSDAY</b> 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)
  - (B) Houston Health Department (HHD)
  - (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. 2018

*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:** 07/18/2018

**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)
  - (B) Houston Health Department (HHD)
  - (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. 😊**



**Service Category Title: Grant Administration - Project LEAP****Unit of Service Definition:**

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

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

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

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

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

There will be no more than 2 classes at 56 hours per class. The Council-approved minimum outline for the training curriculum includes: HIV funding sources, general and specific operational procedures of HIV-related planning bodies, information regarding assessment of the needs of PLWH in the Houston EMA/HSDA, a general understanding of an RFP process, organizational case studies and mentoring, presentation skills, knowledge related to accessing services, overview of HIV-related quality assurance (QA) processes and parliamentary procedure/meeting management skills.

Agency will provide reimbursement of eligible expenses to participants during the period of enrollment to reimburse these participants for out of pocket costs related to

their participation, limited to transportation, childcare, and meals. Agency agrees to provide Harris County Public Health (HCPH)/Ryan White Grant Administration (RWGA) and the Houston RWPC with written reports and project summaries as requested by Harris County and in a form acceptable to Harris County, regarding the progress and outcome of the project.

**Agency will provide Harris County with a written report summarizing the activities accomplished during the term of the contract within thirty calendar days after the completion of the project. If completed with a noncontract agreement, written report must be submitted at the end, or before the end, of the project calendar year.**

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

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

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

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

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

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

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

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

# EXAMPLE

## Recommended Project LEAP Class of 2018

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

Race/Ethnicity	EMA HIV/AIDS prevalence as of 12/31/10*		PC Members as of 09/01/11		Non-Aligned Consumers on PC	
	No.	%	No.	%	No.	%
White, not Hispanic	5,605	26.85%	7	19.44%	4	25.00%
Black, not Hispanic	10,225	48.98%	19	52.78%	8	50.00%
Hispanic	4,712	22.57%	10	27.78%	4	25.00%
Other	333	01.60%	0	00.00%	0	0.00%
<b>Total*</b>	<b>20,875</b>	<b>100%</b>	<b>36</b>	<b>100%</b>	<b>16</b>	<b>100%</b>
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%
<b>Total*</b>	<b>20,875</b>	<b>100%</b>	<b>36</b>	<b>100%</b>	<b>16</b>	<b>100%</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.

## **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 and/or gender non-conforming.
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.

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2019 Council Activities**

(Revised 01-29-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

**General Information:** The following is a list of significant activities regarding the 2019 Houston Ryan White Planning Council. Consumers, providers and members of the general public are encouraged to attend and provide public comment at any of the meetings described below. For more information on Planning Council processes or to receive monthly calendars and/or review meeting agendas and support documents, please contact the Office of Support at 832 927-7926 or visit our website at: [www.rwpchouston.org](http://www.rwpchouston.org).

**Routinely, the Steering Committee meets monthly at 12 noon on the first Thursday of the month. The Council meets monthly at 12 noon on the second Thursday of the month.**

Thurs. Jan. 24 Council Orientation. 2019 Committee meeting dates will be established at this meeting.

Thurs. Feb. 7 12 noon. First Steering Committee meeting for the 2019 planning year.

Tues. Feb. 5 10:00 am. Orientation for new 2019 External Committee Members.

Thurs. Feb. 14 12 noon. First Council meeting for the 2019 planning year.

Mon. Feb. 18 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. The Council is currently funding, or recommending funding, for 17 of the 28 allowable HRSA service categories. The Idea Form is used to ask the Council to make a change to a funded service or reconsider funding a service that is not currently being funded in the Greater Houston area with Ryan White Part A, Part B or State Services dollars. The form requires documentation for why dollars should be used to fund a particular service and why it is not a duplication of a service already being offered through another funding source. Anyone can submit a Idea Form. Please contact the Office of Support at 832 927-7926 to request a copy of the required forms

Thurs. Feb. 28 12 noon. Priority & Allocations Committee meets to approve the **policy on allocating FY 2019 unspent funds, FY 2020 priority setting process** and more.

March Date and time TBD. EIIHA Workgroup meeting.

Friday, March 1 5 pm Deadline for submitting a Project LEAP application form. See April 3 for description of Project LEAP. Call 832 927-7926 for an application form.

Mon. March 25 1:30 pm. **Consumer Training** on the How to Best Meet the Need process.

March 19 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and Affected Community Committees to determine the criteria to be used to select the **FY 2020 service categories** for Part A, Part B and *State Services* funding.

Wed. April 3 **Project LEAP** classes begin. Project LEAP is a free 17-week training course for individuals living with and affected by HIV to gain the knowledge and skills they need to help plan HIV prevention and care services in the Houston Area. To apply, call 832 927-7926.

(Continued)

**DRAFT**

Houston Area HIV Services Ryan White Planning Council

**Timeline of Critical 2019 Council Activities**

(Revised 01-29-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location. The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

Thurs. April 4 12 noon. Steering Committee meets.

Thurs. April 11 12 noon. Planning Council meets.

1:30 – 4:30 pm. **Council and Community Training for the How to Best Meet the Need process.** Those encouraged to attend are community members as well as individuals from the Quality Improvement, Priority & Allocations and Affected Community Committees. Call 832 927-7926 for confirmation and additional information.

Tentative: Workgroups for proposed ideas. Times TBD.  
April 16, 17 &/or 18

Week of April 22-26 **How To Best Meet the Need Workgroups #1 and #2** at which the following services for FY 2020 will be reviewed:

- Ambulatory/Outpatient Medical Care (including Emergency Financial Assistance, Local Pharmacy Assistance, Medical Case Management & Service Linkage – Adult, Rural and Pediatric)
- Clinical Case Management
- Referral for Health Care and Support Services
- Health Insurance Premium & Co-pay Assistance
- Medical Nutritional Therapy (including Nutritional Supplements)
- Mental Health
- Substance Abuse Treatment/Counseling
- Non-Medical Case Management (Service Linkage at Testing Sites)
- Non-Medical Case Management (Substance Use)
- Oral Health – Untargeted & Rural
- Vision Care

Call 832 927-7926 for meeting dates and times and to receive meeting packets.

3:00 pm – 5:00 pm. **How To Best Meet the Need Workgroup #3** at which the following services will be reviewed:

- Early Intervention Services
- Home & Community-based Health Services (Adult Day Treatment)
- Hospice
- Linguistic Services
- Transportation (van-based-Untargeted & Rural)

Call 832 927-7926 for confirmation and additional information.

Thurs. April 25 12 noon. Priority & Allocations Committee meets to allocate **Part A unspent funds.**

Mon. May 6 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 18 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.

*(Continued)*

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

**Timeline of Critical 2019 Council Activities**

(Revised 01-29-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location.  
The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

- Tues. May 14 12 noon. **How to Best Meet the Need Workgroup** meets for recommendations on the **Blue Book**. The Operations Committee reviews the FY 2020 Council Support Budget.
- Tues. May 14 2:00 pm. Quality Improvement Committee meets to approve the **FY 2020 How to Best Meet the Need results** and review **subcategory allocation requests**. Draft copies are forwarded to the Priority & Allocations Committee.
- Mon. May 20 7:00 pm., Public Hearing on the **FY 2020 How To Best Meet the Need results**.
- Tues. May 21 Time TBD. Special Quality Improvement Committee meeting to review public comments regarding **FY 2020 How To Best Meet the Need results**.
- Thurs. May 23 12 noon. Priority & Allocations Committee meets to recommend the **FY 2020 service priorities** for Ryan White Parts A and B and *State Services* funding.
- Thurs. June 6 12 noon. Steering Committee meets to approve the **FY 2020 How to Best Meet the Need results**.
- Thurs. June 13 12 noon. Council approves the **FY 2020 How to Best Meet the Need results**. **Project LEAP students present the results of their special projects to the Council, hence the meeting may be at an off-site location.**
- Week of June 17-21 Dates and times TBD. Special Priority & Allocations Committee meetings to draft the **FY 2020 allocations for RW Part A and B and State Services funding**.
- Tues. June 18 2:00 pm. Quality Improvement Committee reviews the results of the Assessment of the Administrative Mechanism and hosts Standards of Care training.
- Thurs. June 27 12 noon. Priority & Allocations Committee meets to approve the **FY 2020 allocations for RW Part A and B and State Services funding**.
- Mon. July 1 7 pm. Public Hearing on the **FY 2020 service priorities and allocations**.
- Tues. July 2 Time TBD. Special meeting of the Priority & Allocations Committee to review public comments regarding the **FY 2020 service priorities and allocations**.
- July/Aug. Workgroup meets to complete the proposed **FY 2020 EIIHA Plan**.
- Wed. July 3 12 noon. Steering Committee approves the **FY 2020 service priorities and allocations**.
- Thurs. July 11 12 noon. Council approves the **FY 2020 service priorities and allocations**.

(continued)



## DRAFT

### Houston Area HIV Services Ryan White Planning Council

## Timeline of Critical 2019 Council Activities

(Revised 01-29-19)

A square around an item indicates an item of particular importance or something out of the ordinary regarding the date, time or meeting location.  
The following meetings are subject to change. Please call the Office of Support to confirm a particular meeting time, date and/or location: 832 927-7926.

- Thurs. July 25 12 noon. If necessary, the Priority & Allocations Committee meets to address problems Council sends back regarding the **FY 2020 priority & allocations**. They also allocate **FY 2019 carryover funds**. (**Allocate even though dollar amount will not be avail. until Aug.**)
- Thurs. Aug. 1 12 noon. ALL ITEMS MUST BE REVIEWED BEFORE BEING SENT TO COUNCIL – THIS STEERING COMMITTEE MEETING IS THE **LAST CHANCE TO APPROVE ANYTHING NEEDED FOR THE FY 2020 GRANT**. (Mail out date for the August Steering Committee meeting is July 25, 2019.)
- Mon. Aug. 19 1:30 pm. **Consumer Training** on Standards of Care and Performance Measures.
- Mon. Sept. 9 5:00 pm. Deadline for submitting **Proposed Idea Forms** to the Office of Support. (See February 18 for a description of this process.) Please contact the Office of Support at 832 927-7926 to request a copy of the required forms.
- Tues. Sept. 17 2:00 pm. Joint meeting of the Quality Improvement, Priority & Allocations and all Committees to review data reports and make suggested changes.
- Mon. Sept. 23 1:30 pm. **Consumer-Only Workgroup** meeting to review FY 2020 Standards of Care and Performance Measures.
- Tues. Oct. 15 12 noon. Review and possibly update the Memorandum of Understanding between all Part A stakeholders.
- October or November Date & time TBD. Community Workgroup meeting to review **FY 2020 Standards of Care & Performance Measures** for all service categories.
- Thurs. Oct. 24 12 noon. Priority & Allocations Committee meets to allocate FY 2019 unspent funds.
- November Date & time TBD. Review the evaluation of 2019 Project LEAP. Operations Committee also hosts a How to Best Meet the Need Workgroup to make recommendations on 2020 Project LEAP.
- November The Resource Group contacts all stakeholders to see if changes need to be made to the Ryan White Part B/State Services Letter of Agreement.
- Thurs. Nov. 14 12 noon. Council recognizes all external committee members.
- Tues. Nov. 12 9:30 am. Commissioners Court to receive the World AIDS Day Resolution.
- Sun. Dec. 1 **World AIDS Day**.
- Thurs. Dec. 12 12 noon. Election of Officers for the 2020 Ryan White Planning Council.

# 2019 Ryan White Planning Council Committee Schedule - DRAFT

(as of 01/29/19)

## AFFECTED COMMUNITY

Meetings are on the second Mondays following Council starting at 1:30 pm.

February 25	July 22
<b>March 19*</b>	August 19
March 25	September 23
April no meeting	October 21
May 20	November 25
June 24	December no mtg

## COMPREHENSIVE HIV PLANNING

Meetings are on the second Thursdays starting at 2:00 pm:

February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12
July 11	

## OPERATIONS

Meetings are on the Tuesdays following Council starting at 12 pm:

February 19	August 13
March 19	September 17
April 16	October 15
May 14	November 19
June 18	December no mtg
July 16	

## PLANNING COUNCIL

Meetings are the second Thursday of the month starting at 12 noon:

February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12
July 11	

## PRIORITY & ALLOCATIONS

Meetings are on the fourth Thursday of the month at 12 pm:

February 28	July 25
<b>March 19*</b>	August 22
March 28	September 26
April 25	October 24
May 23	November no mtg
June 27	December no mtg

## QUALITY IMPROVEMENT

Meetings are on the Tuesdays following Council starting at 2:00 pm:

February 22 ( <i>Friday</i> )	August 13
<b>March 19*</b>	September 17
April 16	October 15
May 14	November 19
June 18	December no mtg
July 16	

## STEERING

Meetings are on the first Thursday of the month starting at 12 noon:

February 7	August 1
March 7	September 5
April 4	October 3
May 2	November 7
June 6	December 5
July 3 ( <i>Wednesday</i> )	

**\*Joint meeting of the Affected Community, Priority and Allocations and Quality Improvement Committees.**

**\*\* Time to be announced**

***BOLD = Special meeting date, time or place***

**Houston Area HIV Services Ryan White Planning Council**  
**Office of Support**  
2223 West Loop South, Suite 240, Houston, Texas 77027  
832 927-7926 telephone; 713 572-3740 fax

**MEMORANDUM**

To: Members, Ryan White Planning Council  
External Members, Ryan White Committees

Copy: Carin Martin

From: Tori Williams, Director, Office of Support

Date: January 24, 2019

Re: End of Year Petty Cash Procedures

---

The fiscal year for Ryan White Part A funding ends on February 28, 2019. Due to procedures in the Harris County Auditor's Office, it is important that all volunteers are aware of the following end-of-year procedures:

- 1.) Council and External Committee members must turn in all requests for petty cash reimbursements **at or before 2 p.m. on Friday, February 15, 2019.**
- 2.) Requests for petty cash reimbursements for childcare, food and/or transportation to meetings before March 1, 2019 **will not be reimbursed at all if they are turned in after March 30, 2019.**
- 3.) The Office of Support may not have access to petty cash funds between March 1 and May 31, 2019. This means that volunteers should give Rod the usual reimbursement request forms for transportation, food and childcare expenses incurred after March 1, 2019 but the Office may not be able to reimburse volunteers for these expenses until mid to late May 2019.

We apologize for this significant inconvenience. Please call Tori Williams at the number listed above if you have questions or concerns about how these procedures will affect you personally.

(OVER FOR TIMELINE)

**March 1**

**2018**.....

Beginning of  
fiscal year 2018

**Feb 15**

**2019**.....

Turn in all  
receipts

**Feb 28**

**2019**.....

End of fiscal  
year 2018. No  
money available  
to write checks until  
possibly the end of  
May

**March 30**

**2019**

Turn in all remaining receipts  
for fiscal year 2018 or you  
will not be reimbursed for  
those expenses incurred between  
March 1, 2018 and Feb. 28, 2019

**FYI**

# Florida's 'Test And Treat' Program Helps People Get Immediate Care

**A revolutionary new program implemented by the Florida Department of Health will enable people to get on medication the same day they are diagnosed with HIV.**

By Desirée Guerrero  
MAY 11 2017 6:17 AM EDT

67 shares



As many as 30 percent of people living with HIV in the U.S. do not return to the doctor to start receiving care after their initial diagnosis, according to research **by the CDC**. Many factors could be the reason for this — things like a lack of health coverage, or emotional issues like fear, denial, or lack of a support system. But a new program in Broward County, Florida, aims to cut through the red tape and help close this gap by getting on treatment the very same day they are diagnosed.

“We want to close the loop and take that patient right over to be linked to care and get started on medication the same day,” Dr. Deberenia Allen told **CBS Miami**, who is the director for Memorial’s Rapid HIV Testing program in Dania, FL.

The program, called “Test And Treat,” was put forth by Florida’s Department of Health in **Broward County**, in partnership with the Ryan White Part A program. With Test And Treat, which began on May 1st, FDOH-Broward staffers can meet up with an individual who has just been diagnosed, and will actually go with them to a physician for a follow-up exam. They will then accompany them to a pharmacy for a 30-day supply of medication. The staffer will also request that the individual take their first pill that day. Even if they do not have health coverage, the individual will still receive the medication through the federally funded Ryan White program.

And the program is not just for the newly diagnosed. Test And Treat also aims to get people back on care after a long gap, or to get them on treatment if they never went back to the doctor after their initial diagnosis. The program eliminates many issues which often prevent people from getting care, such as long waits for follow-up test and doctor’s appointments.

The program also aims to be very effective in using the treatment-as-prevention (TasP) method. Getting an individual immediately on antiretroviral medication is beneficial in many ways. The sooner they start taking their meds, the more easily the virus is suppressed in the body — which not only reduces their chances of developing AIDS, but will increase their chances of becoming “undetectable.” This means one’s viral load has reached undetectable levels, which means there is then an almost zero chance of transmitting the virus. It’s also proven that people who start treatment immediately have a much higher chance of staying on treatment.

## **US government developing virtual reality simulation for young gay men**

By Dan Tracer January 2, 2019 at 1:01pm

The National Institutes of Health is developing a virtual reality experience to help young gay men who've contracted HIV disclose their status to future sex partners.

“Tough Talks” allows users to practice what can be a difficult and necessary conversation — how to tell someone you may not know very well that you're HIV-positive prior to having sex.

In the simulation, characters are able to exhibit and roleplay various emotional states like “anger, fear, rejection, blame, ignorance, curiosity, confusion, support, concern, sympathy, empathy, acceptance, [and] love.”

Users are able to practice several scenarios of communication with casual or primary sex partners.

The Georgia-based Tech training company Virtually Better, Inc., along with the University of North Carolina at Chapel Hill and the University of Southern California Institute for Creative Technologies, are creating the simulation in the hopes of opening up pathways of communication.

According to the grant that led to developing the project, 67% of young gay men not adequately disclose their HIV status to first-time partners.

“Given the potential benefits and challenges associated with disclosure, there is a need for sophisticated interventions that can assist [men who have sex with men] MSM, with the disclosure process,” the grant reads. “Virtual reality provides a unique environment for users to practice HIV disclosure.”

Starting in 2014 under the Obama administration, researchers recruited young men through Craigslist, Grindr and Facebook.

The results of the study were published in July 2018 in a paper titled ‘I Didn't Tell You Sooner Because I Didn't Know How to Handle It Myself’ and look promising, with participants reporting the simulation helpful.

The project will continue through May 2020.