

2020 Planning Council Activity Timeline (PCAT)

	2020 PCAT (Planning Council Activity Timeline) - DRAFT												
	Committees	Timeline											
	Community Liaison Committee (CLC)	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	Create a Planing Council Consumer Outreach Presentation		X	X									
2	Create Education Sessions to provide information about Ryan White Services. Conduct/participate in 5-sessions a. Support Groups b. Other Type Events												
3	Plan a Spring Community Input Session <i>(to solicit consumer input for PSRA)</i>		X	X	X	X							
4	Plan A Fall Community Input Session						X		X	X	X		
5	Identify and Plan a list of Capacity Building Training Activities for CLC Member <i>(Develop a Monthly Plan)</i>		X	X	X				X	X	X		
6	Monitor Committee Work Plan for compliance			X	X	X	X		X	X	X	X	
7	Assist with the Statewide Needs Assessment Initiative	X	X	X	X	X	X		X	X	X	X	
8	CLC conducts consumer focused presentations at Planning Council												
9	Develop Community-based strategies for successful Community Forums												
10	Create Workgroup to develop strategies around U=U, Improving Health Outcomes, etc.												
11	Quarterly Progress Report for Compliance with Committee Work Plan			X			X			X		X	
12	Prepare 2020 Committee Work Plan											X	
	Strategy & Finance Committee (S&F)	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	Training for S&F Committee Members		X	X	X	X	X		X	X	X	X	
2	Conduct Assessment of the Efficiency of the Administrative Mechanism								X				
3	Assist with Planning Council re-allocation strategy/process, review expenditures by services category	X	X	X	X	X	X		X	X	X	X	
4	Plan and Conduct PSRA Process a. Prepare a PSRA Work Plan b. Score/Prioritize Funded Services Using PSRA Tool	X	X	X	X	X	X						
5	Review and Approve Carryover Request											X	
6	Quarterly Progress Report for Compliance with Committee Work Plan			X			X			X		X	
7	Prepare 2020 Committee Work Plan											X	
	Membership Retention and Marketing	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	Review & Work Plan for 2020 Open Nominations Process	X	X										
2	Monitor & Report Attendance Status to Executive & PC Committees Quarterly	X	X	X	X Report	X	X		X Report	X	X	Report	

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3	Distribute Attendance Reminders Letters Quarterly				X				X			X	
4	Conduct Bi-annual analysis of PC Membership for Reflectiveness Mandate		X						X				
5	Develop and Implement a Comprehensive Planning Council Training Program	X	X	X	X	X	X		X	X	X	X	
6	Conduct an Open Nomination Process in Accordance with the Work Plan												
	a. Develop a Marketing Plan b. Conduct Targeted Marketing & Outreach		X	X	X	X	X		X				
7	Monitor/Evaluate PC Mentor Program for compliance - assign/confirm Mentor/Mentees		X	X	X							Report	
8	Develop and monitor ongoing member outreach to interested candidates		X	X	X	X	X		X	X	X	X	
9	Review Committee Work Plan for compliance			X	X	X	X		X	X	X	X	
10	Quarterly Progress Report for Compliance with Committee Work Plan			X			X			X		Report	
11	Monitor & Report Legislative Updates (as needed)			X	X	X	X		X	X	X	X	
12	Develop the Committee work Plan for 2020											X	
Quality Improvement Committee (QI)		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	Represent TGA in Ohio Needs Assessment Process	X	X	X	X	X	X		X	X	X	X	
2	Represent TGA in Statewide Integrated Plan	X	X	X	X	X	X		X	X	X	X	
	Engage w/Goal 1: HIV Care (Achieve Viral Suppression)	X	X	X	X	X	X		X	X	X	X	
	Engage w/Goal 2: HIV Prevention (Reduce New Infections)	X	X	X	X	X	X		X	X	X	X	
	Engage w/Goal 3: HIV Data (Strengthen Data Coordination)	X	X	X	X	X	X		X	X	X	X	
	Engage w/Goal 4: Health Equity (Reduce Disparities)	X	X	X	X	X	X		X	X	X	X	
3	Develop Directives			X	X	X							
4	Service Category Review - review sustainability of lowest scored service category as determined by Priority Setting activity completed by S&F committee			X	X	X	X		X	X	X	X	
5	Grantee Review of local Continuum of Care												
	a. Present HRSA/HAB Core Performance Measures HIV Viral Load Supression (<i>revisit all 5 measures in 2020</i>)					X						X	
6	Grantee Quality Site Visit Presentation (<i>Timeline TBD</i>)												
7	Review QI portion of Grant Guidance								X				
8	Provide QI Committee-specific orientation to new members and assign a mentor (<i>as needed</i>)												
9	Determine formal written CAREWare Data request	X	X	X	X	X	X		X	X	X	X	
10	Status Updates of Clinical Quality Committee Activity (<i>as needed</i>)				X								
11	Monitor Committee Work Plan for compliance				X	X	X		X	X	X	Report	

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12	Quarterly Progress Report for Compliance with Committee Work Plan						X			X		X	
13	Develop the Quality Improvement Work Plan for 2020											X	
Executive Committee		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	Review and Approve 2020 PCAT			X									
2	Monitor PCAT for Compliance				X		X			X		X	
3	Review PC portion of PC/Grantee MOU for updating								X				
4	Provide Monthly Progress Updates from HRSA Project Officer	X	X	X	X	X	X		X	X	X	X	
5	Provide Leadership for Developing & Monitor Intergration of HIV Prevention & Care			X	X	X	X		X	X	X	X	
Full Committee of the Planning Council		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	Planning Council Business	X	X	X	X	X	X		X	X	X	X	

Approved by Full Planning Council February 19, 2020

2020 Planning Council Activity Timeline (PCAT)

Task Leader
N. O'Neal, Lead w/contractor Support
N. O'Neal
CLC Co-chairs
CLC Co-chairs
N. O'Neal, Lead w/contractor Support
CLC Co-chairs
Naimah O'Neal
TBD
Full Committee
J. Mazo, B. Jones
CLC Co-chairs
Full Committee
Task Leader
Committee w/ PC Support
Committee
Committee w/ Contractor Support
S&F Committee
Co-Chairs
Committee
Task Leader
Co-chairs & Contractor
Co-Chairs

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Co-Chairs
w/Contractor Support
Co-Chairs
Committee, Co-chairs, Lead
B. Glass
Committee, Co-chairs, Lead
Committee
Co-Chairs
Co-Chairs
Committee
Task Leader
co-chairs w/Grantee Asst.
Co-chairs w/Grantee Asst.
co-chairs w/Grantee Asst.
co-chairs w/Grantee Asst.
co-chairs w/Grantee Asst.
co-chairs w/Grantee Asst.
Full Committee
Full Committee
Grantee Rep.
Grantee Rep.
Full Committee
Jason
Co-chairs w/Full Committee
Full Committee
Full Committee

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Co-Chairs
Full Committee
Task Leader
Full Committee
Full Committee
PC Co-Chairs
PC Co-Chairs
Full Committee
Task Leader
PC Co-Chairs