

Austin Area Comprehensive HIV Planning Council

Structure, Responsibilities, and Deliverables of Standing Committees

Executive

Comprised of the HIV Planning Council Chair, Vice Chair, Secretary, Chairs of each of the standing and any ad-hoc committees. An additional two Council members may be appointed at the discretion of the Council Chair in order to ensure equitable representation.

- Responsibilities
 - Ensure the work of standing committees progresses in an orderly and coordinated fashion
 - Plan for and oversee activities of the full Planning Council, including special studies and trainings that address the skill development of members
 - Interview candidates for membership and make recommendation to the Planning Council
 - Review attendance records monthly
 - Review and revise, as necessary, the bylaws of the Planning Council
 - Engage and reach out to members of the health care community and the community at large
 - Perform other duties as required or assigned by the Chair or by vote of the full Planning Council
- Deliverables
 - Define Planning Council grievance procedures with regards to funding decisions
 - Define Planning Council policies and procedures
 - Recommendations for membership
 - Bylaws

Allocations

Members of the Allocations Committee are to be experts in the allocation of funds; the cost of services, how they operate, and what is purchased. This committee will work closely with all the other committees, relying on many deliverables from each in order to make allocation recommendations.

- Responsibilities
 - Monthly review of expenditures and utilization, investigating deviations from projections, follow up with Administrative Agent, and reporting to the Planning Council
 - Make recommendations to the Planning Council for the allocation of funds, including carryover requests, among service categories in accordance with committee policy and procedure
 - Draft guidance/directives subject to Council approval regarding the purchase of services. The guidance/directives shall be used in

- developing requests for proposals/applications by the Administrative Agent
- Perform other duties as may be required or assigned by the Planning Council, Chair, and/or Executive Committee
- Deliverables
 - Report on deviations from expected utilization and expenditures
 - Allocation recommendations
 - Guidance/directives recommendations

Care Strategy

The Care Strategy Committee is responsible for determining how services are to be delivered in the TGA. As the name implies, the committee is responsible for developing the strategy for the delivery and coordination of services. This committee will work closely with consumers as well as service providers and others to encompass all points of view.

- Responsibilities
 - Annual review and update of the continuum of care
 - Biennial review and update of the standards of care
 - Developing plans, in coordination with other parties, for the delivery of services, including plans for projects addressing the Minority AIDS Initiative, Early Intervention Services, Outreach, and Early Identification of Individuals with HIV/AIDS
 - Perform other duties as may be required or assigned by the Planning Council, Chair, and/or Executive Committee
- Deliverables
 - Continuum of Care
 - Standards of care
 - Service delivery plans for specific programs

Comprehensive Planning

Members of the Comprehensive Planning Committee shall be experts on the contents of the Comprehensive Plan and help to ensure that the work and products of the Planning Council are congruent with the goals and objectives of the Comprehensive Plan.

- Responsibilities
 - Monitor Planning Council timeline
 - Establish mechanisms to track committee deliverables
 - Ensure activities and objectives support comprehensive plan goals
 - Promote Planning Council goals
 - Regular review on progress towards goals and objectives

- Regular reporting to the Planning Council on progress towards goals and objectives
- Recruit and coordinate group of stakeholders for annual update to comprehensive plan
- Annual review and update of the Comprehensive Plan
- Perform other duties as may be required or assigned by the Planning Council, Chair, and/or Executive Committee
- Deliverables
 - Updated comprehensive plan with recommendations to the Planning Council
 - Quarterly report on progress of goals and objectives of the comprehensive plan

Evaluation/QM

Members of the Evaluation/QM Committee are responsible for evaluating and determining the outcomes of decisions of the planning council, evaluations of the service system and services procured.

- Responsibilities
 - Develop evaluation instruments/methods for the efficiency of the administrative mechanism and services, including MAI, EIS, Outreach, and EIIHA services/programs
 - Evaluate the efficiency of the Administrative Mechanism and report to the Planning Council with recommendations
 - Evaluate the effectiveness of services, in terms of cost and outcomes
 - Involvement in QM initiatives and reporting
 - Perform other duties as may be required or assigned by the Planning Council, Chair, and/or Executive Committee
- Deliverables
 - Report on the evaluation of the Administrative Mechanism
 - Recommendations for improving the Administrative Mechanism
 - Reports on cost effectiveness and health outcomes of services
 - Reports on the HAB indicators

Needs Assessment

The Needs Assessment Committee is the database for the Planning Council. Members of the committee should be experts on the latest needs assessment report and findings, demography of the TGA and of the epidemic, as well as other important statistics of people living with HIV/AIDS in the TGA.

- Responsibilities
 - Review the needs assessment and other data sources to identify service gaps, barriers, and disparities in access

- Assist in designing needs assessments or other assessments/surveys as necessary
- Compare utilization to demographics to determine service access disparities
- Update the unmet need framework to estimate the number of PLWHA that are not in service
- Update the formula to determine the number of people who are positive and unaware of their status as part of the Early Identification of Individuals with HIV/AIDS initiative
- Perform other duties as may be required or assigned by the Planning Council, Chair, and/or Executive Committee
- Deliverables
 - Service category priorities
 - Unmet need framework
 - Transitional Grant Area growth rate
 - Report on service gaps, barriers, and access disparities