



Dear Stakeholder,

The Washington State Department of Health (DOH) is looking for people to serve on its HIV Community Programs Planning Group (CPPG). The planning group will review statewide data and make recommendations to the Community Programs and Case Management team.

The Planning Group will play a key role in guiding activities to:

- improve access to HIV case management and other community programs,
- reduce disparities in access,
- develop priorities for community programming, and
- increase positive health outcomes for persons living with HIV.

The HIV Community Programs Planning Group will have four (4), six (6) hour meetings every year. Meetings are held quarterly on the 3rd Wednesday of January, April, July, and October in the South King County area.

Funding is available to pay for travel for people living with HIV who are members of this planning group to attend meetings.

In this packet, you will find:

- A member job description
- Membership categories
- A membership application

I hope you will share this application packet with friends, colleagues, and clients who you believe would be an asset to the Community Programs Planning Group.

If you have any questions or comments, please contact Karen Robinson, HIV Client Services Community Programs Supervisor, at 360-236-3437 or Karen.Robinson@doh.wa.gov.

Sincerely,

Richard Aleshire MSW
HIV Client Services Program Manager

**Washington State Department of Health
Community Programs Planning Group
Member Job Description**

Role Summary

- HIV Community Programs Planning Group members:
- Make a commitment to the success of the planning process and its results
- Participate in decision-making and problem-solving
- Gather and use data and information
- Collect and disseminate information to the community

Length of Commitment

Community Programs Planning Group members are expected to serve a term of two (2) calendar years. If, at the end of a term, a member wishes to remain on the planning group, she/he may request to be reappointed by the planning group leadership for two (2) additional year.

Estimated Time Requirement

- Community Programs Planning Group members are expected to spend approximately 3-8 hours per month, depending on whether there is a meeting, to fulfill their responsibilities.
- Each member is expected to attend all meetings of the full planning group.
- Each member is expected to make planning group meetings a priority for attendance, and absences are expected to be rare.
- While members should plan to attend meetings in person, rare exceptions to attend by tele- or videoconference will be made.
- Each member is expected to read materials in preparation for the work of the planning group and committees. Each member is expected to read, review, comment on, and approve documents throughout the year, including, but not limited to: epidemiologic profiles, needs assessment reports, funding applications, and the Statewide Comprehensive Statement of Need.

Major Duties and Tasks

- HIV Community Programs Planning Group members:
- Review, reflect upon, and help interpret data on a variety of topics in many different formats.
- Collaborate with DOH on how best to obtain additional data and information, including, but not limited to, input from local communities and DOH sub-grantees.
- Participate in the assessment of existing community resources to help determine the community's capacity to respond to the HIV epidemic.
- Identify and make recommendations to address unmet needs within defined populations, geographic areas, and service categories.
- Develop goals and measurable objectives.

**Washington State Ryan White Part B
Community Programs Planning Group
Membership Application**

How did you hear about the HIV Community Programs Planning Group (CPPG)?

Are you willing and able to devote 2-8 hours per month to planning responsibilities, including reading materials and participating in quarterly weekday meetings?

- Yes
- No

Which membership categories would you like to be considered for? (See page 4 for criteria)

- | | |
|------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Eastside Consumer | <input type="checkbox"/> Part D Program Representative |
| <input type="checkbox"/> Westside Consumer | <input type="checkbox"/> Prevention Representative |
| <input type="checkbox"/> Eastside Case Manager | <input type="checkbox"/> HOPWA Rep |
| <input type="checkbox"/> Westside Case Manager | <input type="checkbox"/> Member-at-Large |
| <input type="checkbox"/> Part C Provider | <input type="checkbox"/> EIP Steering Committee Representative |

Contact Information

Name

Agency or Professional Affiliation (if applicable)

County of Primary Employment or Residence

Primary Mailing Address

Telephone Numbers (Please CHECK preferred contact number(s).

- Home:
- Work:
- Mobile:

E-Mail Address(es) Please CHECK preferred contact address(es).

- Primary:
- Secondary:

Other Relevant Contact Information?

Membership categories and criteria currently open for applications:

| | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HOPWA Rep | Primary Job function is the administration of a HOPWA program |
| Prevention Rep | Serves as a member of the Statewide HIV PPG, or performs HIV prevention activities as a primary job function |
| EIP Steering Comm. Rep | Serves on the EIP Steering Committee and is not employed by DOH |
| Eastside Consumer | Actively case managed by a Part B funded Medical Case Management Provider in Eastern Washington |
| Westside Consumer | Actively case managed by a Part B funded Medical Case Management Provider in Western Washington, outside of Snohomish, Island, or King counties |
| Part C Provider Rep | Employed by a Ryan White Part C Clinic, or serves on a Part C Clinic’s Community Advisory Board (the clinic must have locations outside of the Seattle TGA) |
| Eastside CM Rep | Currently employed as an HIV Medical Case Manager at a Part B funded agency in Eastern Washington |
| Westside CM Rep | Currently employed as an HIV Medical Case Manager at a Part B funded agency in Western Washington |
| Part D Rep | Currently employed as a service provider at a Part D funded agency, or is a client receiving Part D services |
| Member-at-Large | A stakeholder in the Washington State HIV Care Delivery System – open to anyone |

For questions or clarification, please contact Karen Robinson at (360) 236-3437 or Karen.Robinson@doh.wa.go.

You can also call the Client Services mainline toll-free at 1 (877) 376-9316 and ask for Karen.

For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).