

Grant Year 2024/25

Planning Council Training Binder

Table of Contents:

Section:

Introduction

1. Membership Requirements
2. Committee names and descriptions
3. Full meeting schedule
4. Bylaws
5. Policies and Procedures
6. Directives to the recipient's office
7. Memorandum of Understanding
8. PSRA
9. Needs Assessment
10. Service Standards

Essential Tools:

11. List of services and providers
12. Planning Council primer
13. General Acronyms

MEMBERSHIP REQUIREMENTS

Planning Council membership requirements are made by Health Resources and Services Administration. They tell us how the make-up of the Planning Council needs to look in order to be the same as the people who have HIV in our transitional grant area (TGA) or eligible metropolitan area (EMA).

Membership Requirements:

Individuals seeking appointment as Planning Council commissioners or alternates must fulfill the following criteria:

- Attend a new commissioner orientation program.
- Attend two Planning Council or Strategic Planning and Assessment (SPA) meetings before appointment.
- The appointment by the CEO will only take effect once these requirements are met, and the proposed commissioner is sworn in.

INTRODUCTION

The Paterson-Passaic County-Bergen County HIV Health Services Planning Council, established in 1993, plays a pivotal role in addressing the service needs of people with HIV (PWH) in Bergen and Passaic Counties, New Jersey. Appointed by the Mayor of the City of Paterson or the CEO, the Commissioners annually elect a Chairperson and Vice-Chairperson.

Key responsibilities include determining what services are most needed for people living with HIV in the Transitional Grant Area (also known as priority setting) and deciding how much Ryan White HIV/AIDS program dollars should be used for each of these service categories (also known as resource allocations)

The council is also responsible for evaluating the HIV Care Continuum, overseeing Integrated HIV Prevention & Care Planning, conducting needs assessments for People living with HIV/AIDS, and evaluating grant administration.

The Planning Council, comprising advocates, community leaders, Persons living with HIV/AIDS, healthcare providers, volunteers, and those affected by HIV/AIDS, collaborates with the Office of the Recipient here in Bergen Passaic Counties.

COMMITTEE NAMES AND DESCRIPTIONS

The Steering Committee, comprising seven members, including leaders from the Planning Council and appointed representatives:

- Acts on behalf of the Council for urgent decisions and handles routine business between meetings.
- Addresses necessary matters for the Council's operations.
- Submits actions requiring full Council approval for ratification at the next meeting.
- Collaborates with the Recipient to define staff roles and assess performance.
- Monitors fund allocation by the Paterson Department of Human Services.
- Meets regularly with city officials to discuss fund allocation procedures.
- Creates and submits an annual budget.
- Recruits and interviews candidates for Council vacancies.
- Submits candidate recommendations to the CEO for appointment.
- Conducts orientation sessions for new members.
- Manages attendance records and removal process.
- Acts as a liaison to encourage participation.
- Fulfills additional duties outlined in the Integrated HIV Prevention and Care Plan.
- Operates in accordance with the Council's By-Laws.

The Strategic Planning and Assessment Committee:

- Collects and analyzes statistical data required by HRSA for the Needs Assessment.
- Gathers data and analyzes environmental factors impacting the evolving HIV epidemic and service delivery.
- Develops a process for ongoing client surveys.
- Oversees the Integrated HIV Prevention and Care Plan 2022-2027.
- Reviews care, treatment, and supportive services for those affected by HIV/AIDS and makes recommendations for improving care continuity.
- Prepares and updates minimum standards of care as necessary.
- Creates an annual budget.
- Reports activities and provides work product copies to the Steering Committee and Planning Council.
- Performs other duties assigned by the Council and outlined in the Integrated HIV Prevention and Care Plan 2022-2027.

MEETING SCHEDULE FOR 2024

BY LAWS

Bylaws are rules that a group or organization makes for itself to follow.

They outline how the group should operate, kind of like a rulebook.

Bylaws cover things like who can join the group, how meetings should be run, and how decisions are made. They help keep everything fair and organized within the group. So, think of bylaws as the guidelines that help everyone understand how the group works and what's expected of its members.

POLICIES & PROCEDURES

Policies and procedures are like the rules and steps that a place or organization follows to make sure things run smoothly. Policies are the big rules that tell everyone what they can and can't do. Procedures are like the steps or actions that need to be taken to get things done properly. For example, a school might have a policy about bullying, saying it's not allowed. Then, the procedures might explain what to do if someone sees or experiences bullying, like telling a teacher or counselor. So, policies and procedures help keep things fair and safe for everyone.

DIRECTIVES

The planning council may also provide guidance to the recipient on service models, targeting of populations or service areas, and other ways to best meet the identified priorities, these are called directives.

MEMORANDUM OF UNDERSTANDING

A memorandum of understanding is like a promise between two or more groups. It's a document that says they agree to work together and help each other out. It lays out what each group will do and what they expect from the others. So, it's like a special agreement that helps everyone know what they're supposed to do when they're working together.

PRIORITY SETTING & RESOURCE ALLOCATION PROCESS

The Planning Council makes decisions about what services are most important for people with HIV. They look at data and other information to figure this out. Then, they decide how much money to give to each service. They must think about what services are needed to take care of people with HIV, no matter who pays for them.

The Planning Council must focus on certain types of services that are important for people with HIV. These services are listed in the law. They include medical care and support services. The Planning Council must spend most of its money on medical care.

When deciding how much money to give to each service, the Planning Council must follow some rules. For example, they must spend at least 75% of their money on core services. They can spend up to 25% on support services. But these support services must help people with HIV stay healthy.

The Planning Council also thinks about how much money they'll have in the future. They make plans for different situations, like if they get more or less money next year.

They decide all these things based on a lot of information and factors.

NEEDS ASSESSMENTS

The Planning Council helps the community by figuring out what services are needed. They do this by talking with people and gathering information.

First, they find out how many people in the area have HIV. They get this information from a health expert.

Then, they find out what services these people need and if the community can provide those services. They do this by asking questions in surveys, talking with important people in the community, and having group discussions. They also talk directly to people with HIV directly to hear what they need.

The Planning Council and the community work together on this. The Planning Council leads the effort, sometimes getting help from an outside contractor. The costs for this are usually part of the Planning Council's budget.

SERVICE STANDARDS

Service standards are like guidelines for organizations that assist people with HIV. They outline what needs to be done when providing specific services. The main aim of these standards is to ensure that all organizations offering help for HIV provide the same basic services, regardless of where they are located. These standards also set the minimum level of help or care that an organization must offer in each state or region. In simpler terms, service standards are like a rulebook that helps everyone understand what to do when they're helping, making sure that people in different places receive the same level of assistance.

SERVICES & PROVIDERS

On the following pages, you will find all providers available to you in your transitional grant area (TGA) or eligible metropolitan area (EMA) and the Ryan White services they provide.

PLANNING COUNCIL PRIMER

This guide is made to help Ryan White HIV/AIDS Program (RWHAP) Part A planning council members learn more about their roles and how planning councils work. It explains what RWHAP does and what planning councils do to decide which services to support in their areas. The guide is like a starter kit to help planning council members get ready to take part in council activities and do their job well.

GENERAL ACRONYMS

Acronyms are used to make long names or phrases shorter and easier to remember. For example, "NASA" is an acronym for "National Aeronautics and Space Administration." So, instead of saying the whole name, we just use the acronym "NASA." It's like having a shortcut for words!

