

DSHS HIV Care Services Comprehensive Plan Guidance

In order to meet the changing requirements in planning for HIV care services on all levels (national, state, and local), DSHS has restructured the comprehensive plan guidance to create succinct plans that more directly reflect community needs. The completion date for the comprehensive plans has been revised to allow Administrative Agencies (AA) and planning staff to develop the area plans in accordance with new requirements regarding community input processes.

This comprehensive plan guidance provides a suggested content outline for information to be provided in the plan. While writing the comprehensive plans, the AA and planning staff should be mindful of the following:

- The plan should demonstrate how the AA will use state and federal funds to meet client needs, objectives for getting and keeping clients in care and assure that services are delivered in a manner that meets minimum public health standards for quality.
- The plan must make logical connections between the epidemiologic profile, needs assessment data, identified barriers and issues, goals and objectives, services funding and plan monitoring.
- The plan must address prevention delivered within the care setting.
- The plan must address RFP/RFA processes, care delivery and monitoring processes to ensure that they support the goals and objectives in the plan.
- Plans should be written for a three year planning cycle.

If you have any questions regarding the new guidance or product deadlines please contact your assigned DSHS planning specialist.

Comprehensive Plan Outline

Table of contents

Introduction/Executive Summary

Brief summary of the content and focus of the plan

Brief summary of the process used to develop the plan including who participated, what data was used, etc.

Brief discussion of limitations (if applicable).

Section 1 WHERE ARE WE NOW: WHAT IS OUR CURRENT SYSTEM OF CARE?

Population Description:

Summary of PLWHA population in the planning area

Summary of PLWHA population currently in the care system in the planning area

Summary of PLWHA population out of care

Brief description of the history of local, regional and state response to the epidemic (This section is optional):

Planning history

Administrative Agent history

Brief summary of most recent needs assessment finding and activities

Both in and out of care

Service category rankings and ranking explanations

Unmet need estimates

Gaps in care

Barriers to care

Prevention needs

Brief summary of current care resources in the planning area

Description of current care system

Service category rankings and ranking explanations

Services currently available

Access points

Access Process

Monitoring and evaluation procedures

Section 2 **WHERE DO WE NEED TO GO: WHAT SYSTEM OF CARE DO WE NEED?**

This section will be used as a transition between the needs assessment and the specific goals and objectives. It should describe the overall ideology used in completing the plan and developing the goals and objectives. For example it should focus on the broader goals such as facilitating a system of care that increases access to services, or developing a system that ensures all services provided meet public health standards.

The vision mission and broader goals should support the needs assessment findings, and the goals and objectives in the plan.

Section 3 **HOW WILL WE GET THERE: HOW DOES OUR SYSTEM NEED TO CHANGE TO ASSURE AVAILABILITY OF AND ACCESSIBILITY TO CORE SERVICES?**

Interim and long-term goals and objectives regarding systems, planning, evaluation and service provision that includes activities that support the needs assessment findings and the vision and mission of the plan.

Objectives need to be stated in SMART (specific, measurable, achievable, realistic and with identified timeframes) format.

Section 4 **HOW WILL WE MONITOR OUR PROGRESS: HOW WILL WE EVALUATE OUR PROGRESS IN MEETING OUR SHORT AND LONT TERM-GOALS?**

Description of evaluation and monitoring processes that will be used to measure work toward achieving the goals and objectives of the plan. This section may also include plans for how the AA will address issues of concern identified in the monitoring and evaluation process