

Attachment 3: P4C Project Work Plan Progress Update

Instructions

1. Locate the P4C project work plan most recently submitted through the Electronic Handbooks (EHB) (i.e., with the FY2014 supplemental funding application or in response to a Condition on Award).
2. For year one of the most recently submitted work plan,
 - a. Add a column to the end of the work plan table to document year one progress (see template for year one of work plan on next page). To maximize available space, landscape orientation is recommended.
 - b. For each action step, provide a statement of progress to date. Note any modifications made to the original action step.
 - c. For each P4C objective, add any new action steps completed or anticipated in year one that did not appear in the most recent submission. Include a statement of progress for each new action step.
3. For years two and three of the most recently submitted work plan,
 - a. Under each objective,
 - i. Enhance, modify, correct, or add new action steps as needed to reflect project plans.
 - ii. Add as many rows as needed to capture all action steps (i.e., one action step per row).
 - iii. Include action steps that correspond to both clinical and operational issues related to each objective, as appropriate.
 - b. When modifying/adding action steps,
 - i. Do not repeat the objective statement when writing the action step.
 - ii. Identify the person/area responsible, time frame, and expected outcomes.
 - iii. If the action step is “ongoing” for more than one year, identify quarterly intermediate outcomes to enable demonstration of progress.

Template for Year One of Work Plan

Add as many rows as needed to capture all action steps (i.e., one action step per row)

Grantee Name				
Point of Contact for Questions Regarding Table Name, title, email, phone number				
FOCUS AREA 1: Workforce Development				
Objective 1a: Establish at least one multi-disciplinary HIV care team that includes at least one PCP trained in HIV care and at least two other service providers.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
Objective 1b: Ensure all staff involved in the provision of HIV testing services receive training in routine HIV screening, HIV prevention, HIV care and treatment, case management, care coordination, and cultural competency.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
Objective 1c: Ensure health center wide HIV training for all appropriate health center staff across all service delivery sites.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
Objective 1d: Identify and utilize at least one source of expert clinical consultation to ensure quality in HIV service delivery.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date

Grantee Name				
FOCUS AREA 2: Infrastructure Development				
Objective 2a: Designate an HIV program lead and adequately staff the program to monitor and ensure implementation of all project activities.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
Objective 2b: Establish formal, written referral agreements and protocols for complex HIV care and enabling services not provided directly by the health center.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
Objective 2c: Implement system enhancements to support HIV service delivery.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
Objective 2d: Develop or revise policies and procedures addressing HIV service delivery.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date

Grantee Name				
Objective 2e: Develop a plan to maintain the capacity and activities developed during the project, including: ongoing provision of HIV services; continuity of care to ensure health center patients living with HIV are retained in care; and financial sustainability of health center operations.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
FOCUS AREA 3: Service Delivery				
Objective 3a-i: Provide routine HIV testing at all service delivery sites.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
Objective 3a-ii: Provide basic HIV care and treatment at sites with HIV care teams, including management of stable HIV-positive patients who have not yet started ART or are on 1 st line ART therapy, management of common complaints, and formal referrals and tracking for more complex HIV care.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
Objective 3a-iii: Provide prevention services for PLWH at sites with HIV care teams (see p. 5 of instructions for required activities).				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date

Grantee Name				
Objective 3b: Provide behavioral health care, oral health care, and enabling services for PLWH directly and/or by formal referral.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
Objective 3c: Provide HIV prevention services, screening for chlamydia and HCV, and other non-clinical services directly, by formal paid referral, or by formal unpaid referral (see p. 6 of instructions for required activities).				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
FOCUS AREA 4: Partnerships with State Health Departments				
Objective 4: Develop sustainable partnerships with state health departments (see p. 6 of instructions for required activities).				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date
FOCUS AREA 5: Project Evaluation and Quality Improvement				
Objective 5: Support efforts to evaluate and improve this project through data collection and evaluation activities.				
Action Steps	Person/Area Responsible	Time Frame	Expected Outcome	Year One Progress to Date

Template for Years Two and Three of Work Plan

Add as many rows as needed to capture all action steps (i.e., one action step per row)

Grantee Name			
Point of Contact for Questions Regarding Table Name, title, email, phone number			
P4C PROJECT YEAR			
FOCUS AREA 1: Workforce Development			
Objective 1a: Establish at least one multi-disciplinary HIV care team that includes at least one PCP trained in HIV care and at least two other service providers.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 1b: Ensure all staff involved in the provision of HIV testing services receive training in routine HIV screening, HIV prevention, HIV care and treatment, case management, care coordination, and cultural competency.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 1c: Ensure health center wide HIV training for all appropriate health center staff across all service delivery sites.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 1d: Identify and utilize at least one source of expert clinical consultation to ensure quality in HIV service delivery.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
FOCUS AREA 2: Infrastructure Development			
Objective 2a: Designate an HIV program lead and adequately staff the program to monitor and ensure implementation of all project activities.			

Grantee Name			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 2b: Establish formal, written referral agreements and protocols for complex HIV care and enabling services not provided directly by the health center.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 2c: Implement system enhancements to support HIV service delivery.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 2d: Develop or revise policies and procedures addressing HIV service delivery.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 2e: Develop a plan to continue: provision of HIV services; continuity of care to ensure health center patients living with HIV are retained in care; and financial sustainability of health center operations.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
FOCUS AREA 3: Service Delivery			
Objective 3a-i: Provide routine HIV testing at all service delivery sites.			

Grantee Name			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 3a-ii: Provide basic HIV care and treatment at sites with HIV care teams, including management of stable HIV-positive patients who have not yet started ART or are on 1 st line ART therapy, management of common complaints, and formal referrals and tracking for more complex HIV care.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 3a-iii: Provide prevention services for PLWH at sites with HIV care teams.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 3b: Provide behavioral health care, oral health care, and enabling services for PLWH directly and/or by formal referral.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
Objective 3c: Provide HIV prevention services, screening for chlamydia and HCV, and other non-clinical services directly, by formal paid referral, or by formal unpaid referral.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
FOCUS AREA 4: Partnerships with State Health Departments			
Objective 4: Develop sustainable partnerships with state health departments.			

Grantee Name			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome
FOCUS AREA 5: Project Evaluation and Quality Improvement			
Objective 5a: Support efforts to evaluate and improve this project through data collection and evaluation activities.			
Action Steps	Person / Area Responsible	Time Frame	Expected Outcome