

**Attachment 3: P4C Project Year 3 Work Plan**

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**Instructions**

1. Locate the P4C project work plan most recently submitted through the Electronic Handbooks (EHB) (i.e., with the FY2015 supplemental funding application or in response to a Condition on Award).
2. For year three only 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.
    - iv. **Include action steps that support completion of all P4C expectations by the end of the project period** (i.e., August 31, 2017)
  - 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.

**Template for Year Three of Work Plan**

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

<b>Grantee Name</b>			
<b>Point of Contact for Questions Regarding Table</b> Name, title, email, phone number			
<b>P4C PROJECT YEAR</b>			
<b>FOCUS AREA 1: Workforce Development</b>			
<b>Objective 1a:</b> 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.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>
<b>Objective 1b:</b> 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.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>
<b>Objective 1c:</b> Ensure health center wide HIV training for all appropriate health center staff across all service delivery sites.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>
<b>Objective 1d:</b> Identify and utilize at least one source of expert clinical consultation to ensure quality in HIV service delivery.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>

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

<b>Grantee Name</b>			
<b>FOCUS AREA 3: Service Delivery</b>			
<b>Objective 3a-i:</b> Provide routine HIV testing at all service delivery sites.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>
<b>Objective 3a-ii:</b> 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 <sup>st</sup> line ART therapy, management of common complaints, and formal referrals and tracking for more complex HIV care.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>
<b>Objective 3a-iii:</b> Provide prevention services for PLWH at sites with HIV care teams.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>
<b>Objective 3b:</b> Provide behavioral health care, oral health care, and enabling services for PLWH directly and/or by formal referral.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>
<b>Objective 3c:</b> Provide HIV prevention services, screening for chlamydia and HCV, and other non-clinical services directly, by formal paid referral, or by formal unpaid referral.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>

<b>Grantee Name</b>			
<b>FOCUS AREA 4: Partnerships with State Health Departments</b>			
<b>Objective 4:</b> Develop sustainable partnerships with state health departments.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>
<b>FOCUS AREA 5: Project Evaluation and Quality Improvement</b>			
<b>Objective 5a:</b> Support efforts to evaluate and improve this project through data collection and evaluation activities.			
<b>Action Steps</b>	<b>Person / Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>