



**FY 2020 Ending the HIV Epidemic - Primary Care HIV Prevention (PCHP)  
Example Project Plan Form**

You will complete a Project Plan Form as part of the PCHP application in the HRSA Electronic Handbooks (EHBs). Your project plan should clearly depict how activities will lead to outputs that will achieve the PCHP purpose and meet, at minimum, the six PCHP objectives. The following example is provided to help you develop your project plan, and **is not a complete form**. See the PCHP Instructions, Appendix B and the EHBs Application User Guide for detailed guidance.

<b>Objectives</b> <i>For any objectives beyond those required, list specific, measurable, assignable, realistic, and time-related (SMART) objectives.</i>	<b>Activities</b> <i>List the action steps that you will take to achieve each objective. A minimum of two activities per objective are required.</i>	<b>Outputs</b> <i>List the main accomplishments that will result from each activity, including proposed target dates. A minimum of two outputs per objective are required.</i>
<p><b>[Required objective example]</b> Engage patients (both new and existing) in HIV prevention services, identifying those at risk for HIV using validated screening tools.</p>	<p><b>[Example activities]</b></p> <ul style="list-style-type: none"> <li>• Hire a patient education specialist for 0.25 full time equivalent (FTE) to support HIV prevention outreach and education activities.</li> <li>• Organize and hold two community events to raise awareness of HIV, pre-exposure prophylaxis (PrEP), post-exposure prophylaxis (PEP), and risk reducing behaviors.</li> <li>• Enhance the electronic health record (EHR) by 1) adding domains to record HIV risk factors, post-hospitalization or emergency department follow up, and history of related co-occurring conditions; 2) adding patient-completed surveys to improve accuracy of sexual, substance use, and other risk factor history; and 3) adding clinical decision supports to standardize the use of validated HIV and related risk factor screening tools.</li> </ul>	<p><b>[Example outputs]</b></p> <ul style="list-style-type: none"> <li>• CDC AAA campaign materials added to webpage resources and a schedule for newsletter features and social media posts established.             <ul style="list-style-type: none"> <li>○ Target date: 6/1/2020</li> </ul> </li> <li>• Patient education specialist (0.25 FTE) hired.</li> </ul>

	<ul style="list-style-type: none"> <li>Disseminate Centers for Disease Control and Prevention (CDC) Act Against AIDS (AAA) campaign materials through health center communication channels (e.g., health center webpage, social media, and newsletter).</li> </ul>	<ul style="list-style-type: none"> <li>Target date: 7/1/2020</li> <li>EHR enhancements will be in use (deployed and personnel training complete). <ul style="list-style-type: none"> <li>Target date: 9/1/2020</li> </ul> </li> <li>100 new and 50 existing patients will be identified as at risk for HIV. <ul style="list-style-type: none"> <li>Target date: 2/28/2021</li> </ul> </li> </ul>
<p><b>[Required objective example]</b> For patients who test negative for HIV, provide HIV prevention education, and prescribe and support the use of clinically indicated PrEP.</p>	<p><b>[Example activities]</b></p> <ul style="list-style-type: none"> <li>Hire or contract with a new primary care provider who will dedicate 0.20 FTE to supporting access to and use of PrEP and HIV risk reduction.</li> <li>Add 0.5 FTE to an existing part-time care manager to expand the role to include that of a PrEP navigator to support access to and use of PrEP, patient knowledge of HIV status, and minimizing stigma and other access barriers.</li> <li>Prescribe PrEP to new and existing patients as clinically indicated.</li> <li>Support use of PrEP by connecting patients to needed enabling and social services, including health care benefits, medication assistance and donation programs, housing assistance, and vocational training.</li> </ul>	<p><b>[Example outputs]</b></p> <ul style="list-style-type: none"> <li>Existing care manager's PrEP navigator role implemented (0.5 FTE). <ul style="list-style-type: none"> <li>Target date: 6/1/2020</li> </ul> </li> <li>Primary care HIV service provider hired or contract in place (0.20 FTE). <ul style="list-style-type: none"> <li>Target date: 8/1/2020</li> </ul> </li> <li>100 patients (new and existing) will initiate use of clinically indicated PrEP. <ul style="list-style-type: none"> <li>Target date: 2/28/2021</li> </ul> </li> <li>75 patients (new and</li> </ul>

		<p>existing) will maintain use of clinically indicated PrEP for at least six months.</p> <ul style="list-style-type: none"> <li>○ Target date: 2/28/2022</li> </ul>
<p>[Additional objective example] Employ enhanced health center workflows and personnel roles to support expanded HIV prevention services within eight months of award.</p>	<p>[Example activities]</p> <ul style="list-style-type: none"> <li>• Contract with practice transformation facilitator for 0.01 FTE (20 hours) to identify needed adjustments to health center workflows and personnel roles.</li> <li>• Contract with training consultant for 0.015 FTE (30 hours) to develop role-specific training curricula in support of adjusted workflows and roles.</li> <li>• Train all health center personnel on HIV prevention service workflows and adjusted personnel roles.</li> </ul>	<p>[Example outputs]</p> <ul style="list-style-type: none"> <li>• Practice transformation facilitator contract in place (0.01 FTE). <ul style="list-style-type: none"> <li>○ Target date: 5/1/2020</li> </ul> </li> <li>• Training consultant contract in place (0.015 FTE). <ul style="list-style-type: none"> <li>○ Target date: 6/1/2020</li> </ul> </li> <li>• 100 percent health center personnel trained in adjusted workflows and roles. <ul style="list-style-type: none"> <li>○ Target date: 8/1/2020</li> </ul> </li> <li>• Enhanced workflows and roles to support enhanced HIV prevention services implemented <ul style="list-style-type: none"> <li>○ Target date: 11/1/2020</li> </ul> </li> </ul>