HIV/AIDS Section
Communications Plan

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Bureau of Communicable Diseases
HIV/AIDS Section
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Florida Comprehensive Planning Network Meeting
Tampa, FL
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Comms Flow with External Stakeholders

Program Unit drafts documents for dissemination → Bureau Chief sends internal memo/email to CHD leadership for approval → Program Unit Manager sends approved communication via email to DLs (internal/external) → Program sends information to TAI for sharing → TAI sends information to FCPN members

- HAPCs share information with relevant CHD and local CBO staff
- FCPN members share information with relevant stakeholders
- Policy/Information implemented statewide through local partnerships

**Definitions**
- CBO – Community Based Organization
- CHD – County Health Department
- FCPN – Florida Comprehensive Planning Network
- HAPC – HIV/AIDS Program Coordinator
- TAI – The AIDS Institute

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Division of Disease Control and Health Protection
To protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.
Purpose

The purpose of this communications plan is to detail how the HIV/AIDS Section will share information with our community partners, stakeholders, clients, advocates, and field-based Department staff.
Goal

The goal of this plan is to clearly articulate how information flows from the HIV/AIDS Section and to set clear expectations regarding the timeliness of information sharing.
Goal, Continued

The plan also lays out the roles and responsibilities of various staff and community partners in disseminating information and sharing feedback with the Section.
Key Concepts and Principles

• Transparency
• Community Engagement and Dialogue
• Timeliness
• Inclusivity
Information Flow

• Policy/Procedure Development
• Information Dissemination
Policy/Procedure Development

Program creates draft

Draft is shared for feedback

Feedback is incorporated

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Policy/Procedure Development, Continued

Document is routed for approval

Approved document is shared
Information Dissemination

Program unit emails information within two business days of approval.
Internal Track

• HIV/AIDS Program Coordinators
• Minority AIDS Coordinators
• Early Intervention Consultants
• Prevention Training Coordinators

Recipients share information within two business days.
External Track

- FCPN facilitator shares with listserve within two business days.
- Listserve recipients share as appropriate.
Feedback/Questions
Contact Information

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