HIV Prevention Planning Group Roles, Responsibilities and Job Descriptions

Health Department

The Centers for Disease Control and Prevention (CDC) requires that the Florida Department of Health, as a recipient of CDC Funding Announcement (FOA) PS12-1201, have in place an HIV prevention planning process. The health department is responsible for ensuring the success of HIV planning and being responsible for supporting the HIV planning process through logistical and technical support, staffing, provision of consultants or contractors and leadership development. Specific duties of the health department include supporting 1) meeting logistics; 2) planning group member involvement with reasonable incentives (transportation, expense reimbursement, etc.) especially for persons with, or at risk for, HIV infection; and 3) infrastructure for the HIV planning process. The health department is also responsible for developing the State of Florida’s Jurisdictional HIV Prevention Plan.

Health Department Roles and Responsibilities

- Establish and maintain a Prevention Planning Group (PPG) that meets the goals, objectives and operating principles described in CDC’s 2012 HIV Planning Guidance
- Appoint the health department co-chair
- Develop the jurisdictional plan with input from the PPG and the engagement process
- Implement the engagement process and the jurisdictional plan with some assistance from the PPG
- Keep the PPG informed of other planning processes in the jurisdiction related to HIV care, treatment, and mental health and substance abuse services (such as Ryan White Planning Councils planning activities) to ensure collaboration between the PPG and the other entities
- Provide the PPG with information on federal, state and local public health services (STD, TB, hepatitis, mental health, etc.) for high-risk populations identified in the State of Florida’s Jurisdictional HIV Prevention Plan
- Ensure that the PPG has access to current HIV prevention information and analyses of data which may have potential implications for HIV prevention in Florida
- Provide regular updates to the PPG on successes and barriers encountered in implementing the engagement process and HIV prevention services described in the State of Florida’s Jurisdictional HIV Prevention Plan
- Determine the amount of planning funds necessary to support HIV planning, including meetings and other means for obtaining key stakeholder or community input, facilitation of member involvement, capacity development, technical assistance from outside experts and representation of the PPG at necessary state or national planning meetings
- Develop an application to CDC for federal HIV prevention cooperative agreement funds

Prevention Planning Group

The Prevention Planning Group (PPG) partners with the health department to address how the group and the state can collaborate to accomplish the activities set forth in the health department cooperative agreement PS12-1201. The primary responsibility of the PPG is the development of an engagement process for Florida. The group is also responsible for helping to inform the development or updating of the jurisdictional plan. While the PPG informs the development and any updates to Florida’s Jurisdictional Plan, the health
department is responsible for drafting and implementing the jurisdictional plan. The PPG does not allocate fiscal resources. Resource allocation is the role of the health department.

PPG Roles and Responsibilities

- Elect the community co-chair who will work with the designated health department co-chair
- Ensure membership structure achieves community and key stakeholder representation (parity and inclusion)
- Ensure information is presented in a clear and comprehensive manner
- Inform the development or update of the State of Florida’s Jurisdictional HIV Prevention Plan
- Submit a letter of concurrence, concurrence with reservations, or non-concurrence

Prevention Planning Group and Health Department Shared Responsibilities

In the spirit of working collaboratively in HIV planning, some responsibilities are shared between the PPG and the health department.

PPG and Health Department Shared Roles and Responsibilities

- Develop procedures and policies that address membership, roles and decision making, specifically PPG composition, roles and responsibilities, conflict of interest and conflict resolution
- Develop and apply criteria for selecting PPG members, placing special emphasis on identifying representatives of at-risk, affected, HIV-positive and socioeconomically marginalized populations
- Provide a thorough orientation for all new PPG members
- Determine the most effective strategies for input into the jurisdictional plan and engagement process
- Monitor or assess the HIV planning group process to ensure that it meets the objectives of the HIV planning guidance
- Ensure that HIV prevention efforts are guided by high-impact prevention activities
- Review and update the PPG’s progress yearly, addressing challenges and conclusions from the engagement process and describing any recommended changes to the process
PPG Member Job Description

PPG members have a responsibility to ensure that HIV planning is truly a participatory process. PPG members are expected to participate in scheduled meetings and devote additional time, if needed, to PPG-related activities (e.g., other planning body meetings, committee participation, webinars/conference calls and trainings).

Roles and Responsibilities

- Make a commitment to the HIV planning process and its results
- Understand and follow the bylaws and written protocols
- Participate in all decision-making and problem-solving activities
- Serve on committees or work groups, when appropriate, and complete assigned tasks
- Co-chair the process and lead committees or work groups, when appropriate
- Have a working knowledge of the planning guidance, FOA PS12-1201 and the NHAS
- Make a commitment to work with the health department to ensure that the PPG’s engagement process and the jurisdictional plan align with the NHAS goals
- Utilize the data/information presented to the PPG in the epidemiologic profile and the jurisdiction’s plan
- Request additional information if the data presented does not clearly reflect the impact of the epidemic in the jurisdiction
- Use information provided by the HD to collaboratively develop an engagement process
- Participate as a partner with the HD to improve the impact of HIV prevention efforts within the local jurisdiction, while abstaining from serving as an advocate for an agency or any specific population

Appointment, Length of Commitment and Term

Estimated Time Requirement

Each member is expected to attend scheduled meetings of the PPG, including assigned committee and workgroup meetings, and new members are required to attend an orientation on prevention planning before they are eligible to vote on the PPG. Members are expected to make planning group meetings a priority for attendance, and absences are expected to be rare. Each member is expected to read materials in preparation for the work of the planning group and committees, and is expected to read, review, comment on and approve documents throughout the year, including, but not limited to, epidemiologic profiles, needs assessment reports, funding applications and the State of Florida’s Jurisdictional HIV Prevention Plan.
PPG Health Department Co-Chairperson Job Description

The Department Co-Chair works in conjunction with the Community Co-Chair to manage and oversee the prevention planning process and the PPG. The Department Co-Chair works with the Community Co-Chair to ensure all members understand and exercise their responsibilities in regards to accomplishing the purpose and goals of the PPG.

Roles and Responsibilities

- Develop meeting agendas with the Community Co-Chair, with input from the PPG
- Preside over regular meetings of the PPG with the Community Co-Chair
- Preside over Executive Committee meetings with the Community Co-Chair
- Appoint committee/work group chairs with the Community Co-Chair
- Facilitate communication between DOH and the PPG
- Provide guidance to members to ensure understanding and participation in the community planning process
- Assure that the planning process used by the PPG meets the specific requirements and intent expressed in CDC’s planning guidance
- Sign letters of concurrence with the Community Co-Chair
- Monitor and intervene in conflicts and inappropriate actions by PPG members with Community Co-Chair
- Ensure significant opportunity for community input into all aspects of the community planning process
- Work closely with the HD staff to ensure that necessary data are provided on a timely basis to the PPG
- Work with health department staff to ensure that all PPG members understand the NHAS and assist the health department in achieving the NHAS goals

Appointment, Length of Commitment and Term

The Department Co-chair serves a two (2) year term and is appointed by the Department of Health. Rotation of members takes place in February of each year. The co-chair may serve consecutive terms.

Estimated Time Requirement

In addition to the time requirements required of all PPG members, the Department Co-Chair can expect to spend additional time participating on conference calls, leading ad-hoc work groups, attending conferences, completing additional reading and other activities related to chairing the PPG.
PPG Community Co-Chairperson Job Description

The Community Co-Chair works in conjunction with the Department Co-Chair to provide leadership and direction in the planning process. Ensures all members understand and exercise their responsibilities in regard to accomplishing the purpose and goals of the PPG.

Roles and Responsibilities

- Develop meeting agendas with the Department Co-Chair, with input from the PPG
- Preside over regular meetings of the PPG with the Department Co-Chair
- Preside over Executive Committee meetings with the Department Co-Chair
- Appoint Committee/Work Group Chairs with the Department Co-Chair
- Facilitate communication between members, the community-at-large and DOH
- Provide guidance to ensure understanding and participation in the community planning process
- Assure that the planning process used by PPG meets the specific requirements and intent expressed in CDC guidance
- Sign letters of concurrence with the Department Co-Chair
- Monitor and intervenes in conflicts and inappropriate actions by PPG members with Governmental Co-Chair
- Monitor the membership selection process
- Ensure significant opportunity for community input into all aspects of the community planning process
- Work closely with the HD staff to ensure that necessary data are provided on a timely basis to the PPG
- Work with the HD staff to ensure that all PPG members understand the NHAS and assist the HD in achieving the NHAS goals.

Appointment, Length of Commitment and Term

The Community Co-Chair serves a two (2) year term and is elected by the members of the PPG. Rotation of members takes place in February of each year. Members may serve consecutive terms.

Estimated Time Requirement

In addition to the time requirements required of all PPG members, the Community Co-Chair can expect to spend additional time participating on conference calls, leading ad-hoc work groups, attending conferences, completing additional reading and other activities related to chairing the PPG.
PPG Committee/Work Group Chairperson Job Description

Committee/work group chairs provide leadership and direction to PPG committees and work groups by ensuring all members understand and exercise their responsibilities to make decisions that support the purpose of the PPG with regard to the goals of the committee/work group.

Appointment, Length of Commitment and Term

Committee/work group chairs are elected by committee members and appointed to serve by PPG Co-Chairs for a period of one (1) year. There are no term limits except those imposed by PPG member term restrictions.

Roles and Responsibilities

- Presides over committee/work group meetings
- Acts as principal spokesperson of the committee/work group
- In conjunction with committee/work group members and staff, sets committee/work group work plans to meet PPG goals and objectives, as specified by PPG
- Ensures the follow-through of all committee/work group tasks
- Monitors attendance of committee/work group members and prepares written reports to the Executive Committee
- Generates agendas and reports for committee/work group meetings

Estimated Time Requirement

In addition to the time requirements required of all PPG members, the committee/work group chairs can expect to spend additional time participating on conference calls, leading committee/work group meetings, preparing committee/work group documentation, completing additional reading and other activities related to chairing committees/workgroups.
PPG DOH HIV Planning Coordinator Job Description

The HIV Planning Coordinator provides logistical support for monthly PPG and committee meetings, as appropriate. The coordinator also provides technical assistance, professional guidance and expertise to PPG members, committees/work groups, consultants and community members.

Role and Responsibilities

- Provide technical assistance and professional guidance/expertise
- Attend special meetings and conferences
- Serve as liaison between PPG members and DOH policy makers
- Provide information and support to PPG members, other DOH staff and community members
- Provide current, relevant data, research and reports
- Respond to specific data requests and assists with the review/synthesis of the information for planning purposes
- Arrange technical assistance for the PPG and committees
- Assist with facilitating and/or coordinating special work groups and projects as requested by the PPG
- Help outline the meeting agendas and processes to promote a productive planning environment, in conjunction with the PPG Co-Chairs
- Provide, as requested by the Co-Chairs, support in meeting design, facilitation and other processes to guide meetings (or designated portions of meetings) to achieve the stated outcomes in a manner that is participatory