# **Form F, Project Narrative**

The Project Narrative must not exceed fifteen (15) pages. This section should provide a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, and well-organized so that reviewers can understand the proposed activities. Although scoring weights are not assigned to individual questions, each question is assessed in deriving the overall Section score.

For reference, see Section 6. Minority AIDS Initiative for HE/RR and Outreach Services standards and Section 2. Support Services for EFA and MT standards at <https://www.dshs.texas.gov/hivstd/taxonomy>.

Provide a narrative that responds to each item below.

1. **Introduction**
   1. Briefly describe the purpose of the proposed project.
   2. Provide a summary of the population to be served.
   3. Identify the service area and counties to be served.
   4. Describe the overall approach proposed to support a transitional system of HIV care and overview of how the MAI Program model will be used to provide 1) peer education, 2) transitional discharge planning, and 3) coordination with existing MAI Program partners (i.e. UTMB, TDJC).
   5. Briefly describe how you will partner with providers and local organizations to ensure Client linkage and re-engagement into Outpatient/Ambulatory Health Services, and other Ryan White HIV/AIDS services.
   6. Briefly describe how the proposed activities will support Client retention in Outpatient/Ambulatory Health Services, enrollment into THMP, and engagement post-incarceration without a break in treatment.
2. **Methodology**

Provide detailed information regarding the proposed methods that you will use to address the activities to link and re-engage incarcerated or Recently Released Clients into Outpatient/Ambulatory Health Services, THMP, and support services.

* 1. Describe in detail how you will implement services through peer education, transitional discharge planning, and coordination with existing Ryan White HIV/AIDS Program partners. Identify potential key activities for each level of the project.
  2. Describe the Outreach plan to engage persons living with HIV soon to be released and Recently Released from incarceration. Your plan should include your MAI Program model components and address the following:
     1. Transitional planning for ***incarcerated people living who know their HIV status***, which includes completion and submission of THMP application, scheduling post-release HIV medical appointments, scheduling post-release HIV support service appointment, additional post-release referrals, and follow-up within thirty (30) days of release.
     2. Outreach plan to identify ***Recently Released*** ***or previously incarcerated PLWH who either do not know their HIV status, or who know their status but are not currently in care*** and re-engage them into Ryan White HIV/AIDS program medical and support services. Propose strategies that will ensure outreach services include: verifying client eligibility for Ryan White HIV/AIDS Program services and assisting the Client to obtain eligibility documents, enrolling in THMP, re-engaging into medical care, and providing additional post-release referrals as needed.
  3. Describe the plan for Health Education/Risk Reduction (“**HE/RR**”) services.
     1. Identify curriculum topics that are appropriate for the local population of incarcerated or Recently Released Minority PLWH. Curriculum may be used in an individual or group setting or for people who are incarcerated or post-release. Describe any modifications that will be made to existing evidence-based interventions, if applicable.
     2. Describe topics that will be addressed to prioritize the Client's need and impact of the environment and the setting in which the education service is provided (i.e. incarceration facility limits time with the Client).
  4. Describe the process used to assess, refer, and confirm Clients have established Outpatient/Ambulatory Health Services within 30 days of release.
  5. Address how you will serve Clients from counties outside your stated service area in the case staff come across persons in need not from your immediate county.
  6. Describe the process to link and enroll Clients into the Texas HIV Medication Program (“**THMP**”). Include the time frame to enroll Clients after release and follow-up activities if enrollment is not achieved.
  7. Describe how Medical Transportation, Emergency Financial Assistance, and AIDS Drug Assistance will be used to support Client health outcomes. Explain how these and other community services will be leveraged to engage Clients in medical care.
  8. Describe coordination with the other organizations in the area or programs internal to your agency that serve the Clients and delineate how duplication of services will be avoided.

1. **Resolution of Challenges**

Discuss challenges you are likely to encounter in the planning and implementation of your proposed project. Describe the specific activities or strategies you will use to mitigate or resolve anticipated challenges.

1. **Evaluation**

Describe the systems and processes you will use to track measures and evaluate progress toward the goals and objectives of the proposed activities. Explain how you will use data to improve service delivery. More specifically, address the following:

* 1. **Data Collection and Management**: Describe the systems and processes that will support your organization’s monitoring of the proposed activities, performance measures, and MAI Program outcomes. Include a description of how the organization will collect, manage, and analyze data (e.g., assigned skilled staff, data management software) for the following:
     1. Outreach;
     2. HE/RR;
     3. Confirmation of enrollment into THMP;
     4. Confirmation into Outpatient/Ambulatory Health Services;
     5. Confirmation that clients enrolled in THMP are ordering medication for months 1, 2, and 3.
  2. Project Evaluation: Describe the evaluation plan that will monitor ongoing processes and progress toward meeting the goals and objectives of the proposed activity including those in Form E Performance Measures. Identify the MAI Personnel responsible for this process.
  3. Describe the internal Quality Assurance/Quality Improvement (“**QA/QI**”) process utilized to monitor MAI Program services that will contribute to continuous quality improvement. Identify staff who will be responsible for ensuring MAI Program services are updated. The description must include the following:
     1. Activities utilized to identify trends of needed improvement and the frequency of those activities;
     2. Activities to ensure correction and follow-up to findings identified;
     3. Utilization and frequency of client satisfaction surveys;
     4. Processes for identifying performance and outcome measures are met;
     5. Process for ensuring client-level data is consistently entered into TCT data system.
  4. Describe how you will share evaluation results internally with program staff and externally with key stakeholders, including Clients, to improve program implementation and outcomes.