

Ryan White Part B Consortia

“How to get the right people to come to the right meeting & STILL come back for more!”



Ryan White Part B Consortia

- Defining Consortia
- Involvement—Roles and Responsibilities
- Recruitment and Retention
- Participation and Inclusion

Consortia Defined

- Consortia are groups comprised of providers, consumers, and others
who
- Perform a planning and advisory function to regions or the entire State
in
- Determining needs and delivering essential health and support services

Consortia Defined

- **Consortium**: A planning entity established by State grantees under Part B of the Ryan White Treatment Modernization Act to plan and sometimes administer Part B services as lead agency.
- **Grantee**: recipient of Ryan White funds
- **First-line entities**: those entities receiving funds directly from the Part B grantee
- **Lead Agency**: Also known as a fiscal agent. This agency is responsible for contract administration for Part B funds within a consortium region

CONSORTIA: Ryan White Part B on the Local Level

The State of Georgia delegates many Ryan White Part B planning and service responsibilities to local groups called Consortia. Each funded health district works with a Consortium to address the needs of persons living with HIV in the area.



Purpose of a Consortium

- Builds a coalition of health care and support service providers, community-based organizations, and interested community members including persons infected and affected with HIV
- Assesses, prioritizes, and plans for the service needs of persons living with HIV in a specified geographic area.



Consortium

Roles & Responsibilities

- Conduct a needs assessment within the specified geographic area to be served.
- Develop a plan to meet identified service needs.
- Promote coordination and integration of community resources and services and address the needs of all affected populations.
- Assess the success and cost effectiveness of provided services.
- Assure the provision of comprehensive outpatient health & support services

Roles & Responsibilities

CONSORTIUM

Needs Assessment
(assess both needs and
resources)

Prioritize Gaps

Comprehensive Planning

- Where are we?
- Where do we want to go?
- How do we get there?
- Did we get there?

Evaluation

DISTRICT

Implementation

Contracts

Fiduciary

Procurement of Services

Staff Support

Fiscal Management

Subcontract Management

Reporting

Resource Development

Contract Monitoring

Recruitment, Retention, Participation

Here's a Rule to Always Remember:

The better organized and operated the Consortium, the easier it is to recruit new members and to retain current members.

An Organized Consortium

- Has a **clearly defined Mission.**
 - Documented **Policies & Procedures** that are supported by the membership.
 - **Specifies and pursues the strategies and tasks** necessary to achieve its Mission.
 - Clear committee structure with **defined roles and responsibilities.**
 - **Useful and productive meetings**, conducted in a participatory, efficient, and timely manner.
 - **Members respect each other.**
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- A decorative graphic consisting of several sets of concentric circles, resembling ripples in water, located in the bottom right corner of the slide.

Consortium Membership

- Should reflect the diversity of the local community and affected population
- Is open to all interested persons, regardless of background
- Emphasis is place on recruiting service providers and persons living with or affected with HIV/AIDS

Consortium Membership

- People Living With HIV/AIDS and their families and significant others
- Community leaders
- Religious leaders
- Policy makers, including city, county or state officials
- Community-Based Organizations,
- AIDS Service Organizations
- Gay and Lesbian organizations
- Medical Providers
- Mental Health Providers
- Social and support service providers
- Housing providers
- Medicaid administrators
- Educational institutions
- Youth services
- Women's services
- Refugee services
- Correctional facilities
- Interested community residents

Strategies to Increase Membership

- Promotional activities, to raise the profile of Consortia.
- Individuals with vision and drive leading the process.
- Transparency to avoid power issues within consortia.
- Building on existing networks, who in turn bring their own membership.
- Create culture of professionalism and quality.
- Develop a formal membership plan
- Orient new members
- Provide ongoing training for all members
- Simplify, clarify, and define roles & responsibilities
- Create a culturally sensitive environment
- Make PLWH participation a **PRIORITY!**

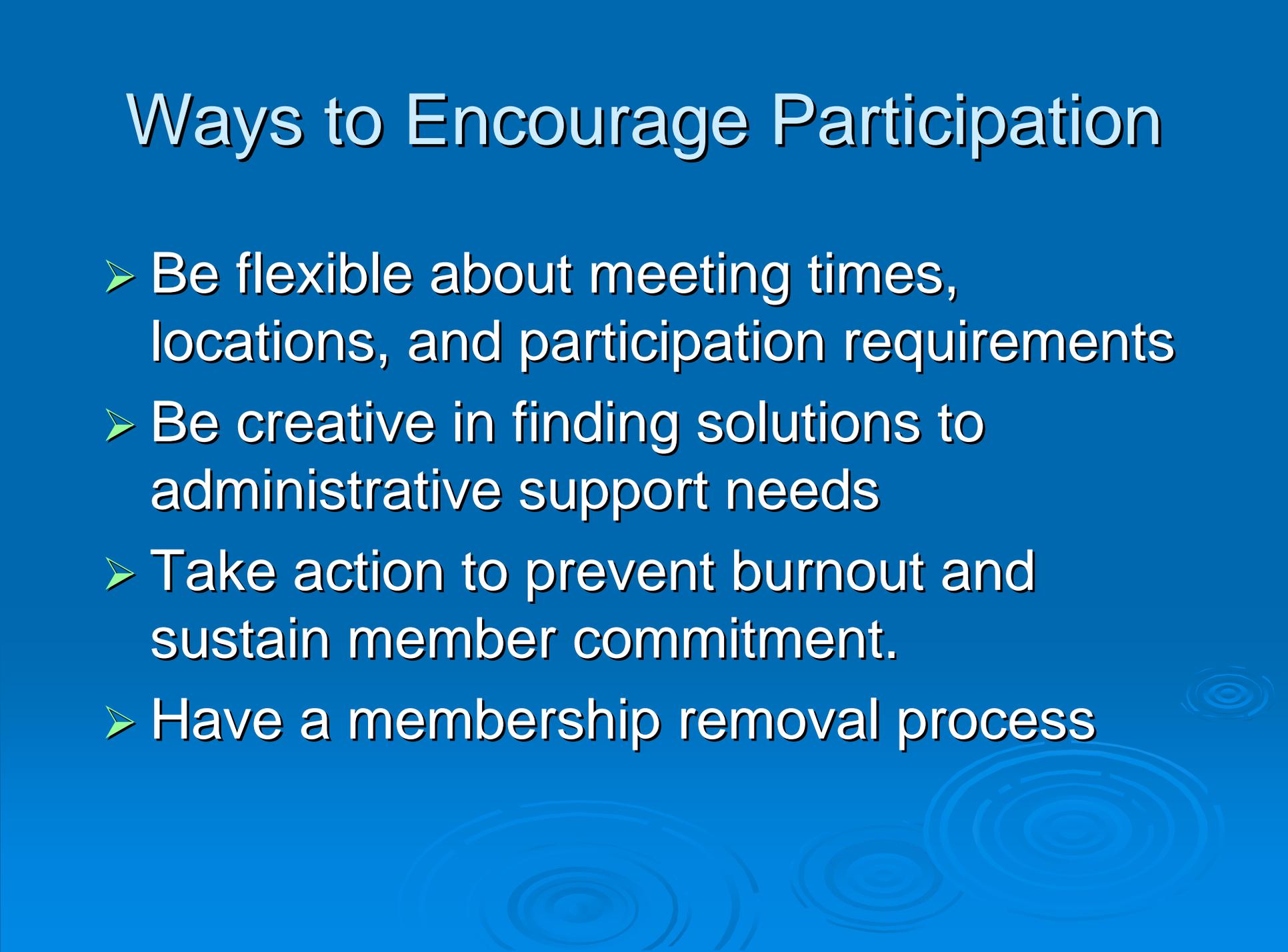
Obstacles to Participation

- Lack of clearly defined roles, responsibilities, and expectations for members.
 - Lack of formal orientation and training
 - Lack of knowledge of the formality and complexity of the consortium process
 - Inaccessible meeting times and/or locations
 - Burnout and over commitment
- 

Benefits of PLWH Participation

- Consumer empowerment
- Consumer perspective
- Reality Check/ “Keeping it REAL!”
- Help in Needs Assessment Process
- Identifying Service Barriers
- Outreach
- Quality Control
- Community Liaison

Ways to Encourage Participation

- Be flexible about meeting times, locations, and participation requirements
 - Be creative in finding solutions to administrative support needs
 - Take action to prevent burnout and sustain member commitment.
 - Have a membership removal process
- 

Sensitivity to Special Needs

Consortia should recognize the special needs of targeted populations and make effort to provide support when necessary, such as:

- transportation
- child care
- sign language interpretation
- special presentations for those with visual impairments
- oral communication for persons with low literacy levels
- meetings held in various locations and at various times.

So Now What?

DO YOUR HOMEWORK!

Prepare the Consortium for New Members

- Formulate a comprehensive membership plan.
- Establish any necessary policies and procedures.
- Consider forming a membership committee to handle recruitment, the application process, and orientation.
- Produce application and orientation materials.
- Make sure roles and responsibilities are clear and definitive.
- Set a timetable for all tasks to be accomplished.

Formalize Membership Level

- Voting Members** bear the bulk of the responsibility for the Consortium. These members:
- make decisions regarding the operation and business of the Consortium
 - address the prioritization of funding categories;
 - coordinate planning activities for providing quality services to persons with HIV/AIDS.

- Non -Voting Members** are able to contribute expertise through participation on committees, task forces, in focus groups, and surveys to assess the needs of the community
- when there is not an open voting membership slot;
 - when they are not eligible to be a voting member; or
 - when someone would like to assist without a large commitment of time and energy.

Membership should not be a requirement to participate in Consortium Activities



How Many Voting Members Do You Need?

Consortia should be representative of the local community and function smoothly. There is no clear guideline for the size of a Consortium to adequately accomplish this task, but best practice may be to:

- Have at **minimum 10** voting members
(enough for good community representation)
- And **at most 25** voting members
(not too big to be cumbersome)
- You don't have to vote to contribute!

Set up the Application Process

How will your Consortium review interested potential members? A Consortium may use one or more of these processes:

- application
- invitation to join
- appointed by the Consortium
- following attendance at multiple meetings
- volunteering
- signing a commitment statement

Membership Removal Process

The process for removing members who have violated bylaws, policies, procedures must be fair, impartial, and clearly defined. It should include:

1. Written Notification to the member of the violation, etc.
2. A meeting to mediate a solution between member(s) and the Consortium leadership.
3. Mediation and conflict resolution facilitated by an outside expert.
4. A motion to remove the member if all attempts at mediation fail.

Okay, got the plan... what about the people?

Once the groundwork is laid, the real challenge of finding potential members begins! It takes creativity, a strong knowledge of the community, and a lot of hard work.



So WHERE do we find them?



Participants in the Consortium can be identified by:

- Direct solicitation to targeted agencies
- Direct advertisement
- Referrals from providers of services
- Recruitment by current Consortium members

Always strive for

- more inclusion
- more perspectives
- more diversity
- more community involvement
- more consumer involvement



And DON'T STOP!

Following is a sample
recruitment poster...



Make Decisions.

Demand Results.

Join your local Ryan White CARE Consortium

Our Library

1234 Memory Lane

Southland, Georgia

6:30 pm

* Dinner Provided

Meeting Dates

January 1

April 1

August 1

December 1

Make Your Voice Heard



District Liaisons

Chiquita F. Covington

DHR-HIV Section

2 Peachtree Street NW,
12-282

Atlanta, GA 30303

Phone: 404-463-3470

FAX: 404-657-3119

cfcovington@dhr.state.ga.us

Jeff Moody

DHR-HIV Section

2 Peachtree Street NW,
12-265

Atlanta, GA 30303

Phone: 404-463-0375

FAX: 404-657-3119

jsmoody@dhr.ga.gov

Dalton

Cobb/Douglas

Clayton

Athens

East Metro

Dublin

Waycross

Savannah/Brunswick

LaGrange

Rome

Gainesville

Augusta

Columbus

Valdosta

Albany

Macon