

Attachment B: Sample Work Plans

Sample EIS work plan

1. Hire and train staff

- **Projected outcome:** Three staff hired and trained.
- **Measurement:**
 - [Number of staff]
 - [Number of FTEs]
 - [Documented training]
- **Timeline:** Aug. 31, 2026
- **Staff responsible:** [Staff person's name responsible]

2. Develop intake forms and educational materials

- **Projected outcome:**
 - Intake and assessment forms created.
 - Educational materials distributed.
- **Measurement:**
 - [Number of intake forms completed]
 - [Number of educational materials distributed]
- **Timeline:** Aug. 31, 2026
- **Staff responsible:** [Staff person's name responsible]

3. HIV testing and targeted outreach

- **Projected outcome:**
 - 20 targeted outreach sites established
 - 150 outreach contacts
 - 300 screened and tested for HIV annually
- **Measurement:**
 - [Number of targeted outreach contacts]
 - [Number of HIV testing conducted]
 - [HIV positives found]
- **Timeline:** June 30, 2026
- **Staff responsible:** [Staff person's name responsible]

4. Active referrals

- **Projected outcome:** 250 referrals made to care and wraparound services.
- **Measurement:** [Number referrals documented and reported given to individuals to care and treatment, and supportive services]
- **Timeline:** June 30, 2026
- **Staff responsible:** [Staff person's name responsible]

5. Linkage to care

- **Projected outcome:**
 - 15 HIV positive persons linked to a medical care provider.
 - 80% of people who test negative are educated about PrEP and receive a referral.
- **Measurement:**
 - [Number of HIV positive documented & reported linkage to medical care & supportive services]
 - [Number of PrEP Referrals documented in EvaluationWeb]
- **Timeline:** June 30, 2026
- **Staff responsible:** [Staff person's name responsible]

6. Health education

- **Projected outcome:** 50 Health counseling and educational sessions completed
- **Measurement:** Documented health education sessions to help individuals navigate Health care system.
- **Timeline:** June 30, 2026
- **Staff responsible:** [Staff person's name responsible]

Sample PrEP work plan

Reducing new HIV transmission by increasing PrEP and PEP services

1. Program staffing

- **Activities:**
 - Recruit and hire staff
 - Train staff
- **Projected outcome:** Program staff hired and trained to provide services
- **Measurement:**
 - [Number of staff hired]
 - [Number of FTEs]
 - [Number of staff trained]
- **Timeline:** Sept. 30, 2026
- **Staff responsible:** [Staff's name responsible]

2. Policies, procedures, plans, and materials

- **Activities:**
 - Create workflow protocols
 - PrEP Initial intake form; assessment form
 - Referral and linkage form
 - Client regular visits form
 - Create informational and educational materials
 - Other resources
 - Discontinuation/client exit form
- **Projected outcome:**
 - All PrEP related policies, procedures and workflow protocols in place.
 - Data collection forms developed.
- **Measurement:**
 - [Number of protocols completed]
 - [Number of intake forms filled]
 - [Number of referral forms filled]
- **Timeline:** Sept. 30, 2026
- **Staff responsible:** [Staff's name responsible]

3. Support and promote awareness and access to PrEP and PEP services

- **Activities:**
 - Conduct outreach
 - Distribute educational materials
 - Post social media messaging
 - PSA
 - Use mobile units
 - Establish and expand delivery sites
 - Increase partnership capacity
- **Projected outcome:**
 - 25 outreach sites
 - 60 outreach contacts
 - 3000 interactions – Face-to-Face, group-level
 - 1000 educational materials distributes
 - 300 HIV tests
 - 10 partners & collaborators
 - MOU with partners executed.
- **Measurement:**
 - [Number of outreach sites established]
 - [Number of outreach contacts made]
 - [Number of PrEP educational materials distributed]
 - [Number of people interactions face-to-face and/or group]
 - [Number of MOUs executed]
- **Timeline:** June 30,2027
- **Staff responsible:** Staff names responsible

4. Increased *HIV testing*

- **Activities:**
 - Engage, identify and recruit individuals.
 - Complete consent form
 - Conduct HIV testing
 - Screen for PrEP need
- **Projected outcome:**
 - 500 HIV tests
 - 500 screened for PrEP need

- **Measurement:**
 - [Number of individuals tested]
 - [Number of positive individuals identified]
 - [Number of HIV-negative individuals]
 - [Number of PrEP eligible individuals]
- **Timeline:** June 30,2027
- **Staff responsible:** [Staff names responsible]

5. Increased *referrals* made to PrEP providers

- **Activities:**
 - Establish an active referral system.
 - Actively assist with referral to a Prep Provider
- **Projected outcome:** 400 referrals made and documented
- **Measurement:**
 - [Number of HIV- negative PrEP eligible individual referred to a PrEP provider]
 - [Number of positive referred to Ryan White Services]
- **Timeline:** June 30,2027
- **Staff responsible:** [Staff names responsible]

6. Increased *linkage* to a PrEP provider among people who can benefit from PrEP

- **Activities:**
 - Establish linkage system
 - Rapidly **linked** for eligible persons to PrEP Providers.
 - Document linkage
- **Projected outcome:**
 - Linkage made and documented
 - 200 linkages to PrEP providers.
- **Measurement:**
 - [Number of HIV-negative PrEP eligible individuals linked to a PrEP provider]
 - [Number of negative individuals linked to syringe services]
 - [Number of positive individuals linked to HIV medical care]
- **Timeline:** June 30,2027
- **Staff responsible:** [Staff names responsible]

7. Increased *PrEP prescription* among people who can benefit from PrEP

- **Activities:** Conduct initial clinical assessment

- **Projected outcome:**
 - Prescriptions made and documented
 - 200 prescribed PrEP
- **Measurement:** [Number of PrEP eligible prescribed PrEP]
- **Timeline:** June 30,2027
- **Staff responsible:**
 - [Staff names responsible]
 - Clinicians

8. Support patient navigation services

- **Activities:**
 - Develop navigation plan
 - PrEP navigators assist with insurance prior authorizations
- **Projected outcome:**
 - 300 Navigation assistance documented
 - 200 clients assisted
- **Measurement:**
 - [Number of navigation activities]
 - [Number of clients supported]
 - [Number of assisted for prior authorization]
- **Timeline:** June 30,2027
- **Staff responsible:** [Staff names responsible]

9. Support and promote PEP awareness and access activities.

- **Projected outcome:** Distribution of 1000 PEP information and educational materials
- **Timeline:** June 30,2027
- **Staff responsible:** [Staff's name responsible]

10. Increase PEP prescriptions

- **Projected outcome:**
 - 10 Individuals prescribed PEP
 - 3 clients transitioned to PrEP
- **Measurement:** [Number of PEP eligible individuals prescribed PEP]
- **Timeline:** June 30, 2027
- **Staff responsible:** Staff's name responsible

11. Improve access to PrEP services by removing and implementing low-threshold approach to service

- **Timeline:** June 30, 2027
- **Staff responsible:** [Staff's name responsible]

Monthly invoicing

Quarterly Reporting

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To obtain this information in a different format, call: 651-201-5000