

## 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*