

## Proposed Timeline and Sequencing of Work for Collaborative Development of an Integrated HIV Plan

Date	Task/Product
<b>Year Before Plan is Due</b>	
June 30	Integrated Plan Guidance Received from HRSA and CDC
July 31	Steering Committee (SC) and [#] working groups (WGs) established with membership composition determined [WGs examples: Epi, Needs Assessment and SCSN, System of Prevention and Care, and Monitoring and Evaluation]
August 31	SC and WG membership complete
September	<ul style="list-style-type: none"> <li>▪ SC begins monthly meetings</li> <li>▪ WGs begin meeting and establish internal schedules and deadlines within the overall timeline</li> </ul>
September 30	Full-day training and initial meetings for SC and WGs completed
October 31	Timeline and meeting schedule completed and approved by recipients and planning bodies
November 15	<ul style="list-style-type: none"> <li>▪ Planning begins for statewide SCSN meeting</li> <li>▪ Statewide Needs Assessment begins</li> </ul>
December 15	SC agreement on detailed content outline for Plan, with data needs specified
<b>Year Plan is Due</b>	
January	<ul style="list-style-type: none"> <li>▪ SCSN meeting held</li> <li>▪ Summary prepared for use by WGs</li> </ul>
March 15	2-years prior year epi profile reviewed and preliminary prior year epidemiologic data provided for initial review by [Epi] WG (WG begins using these data to recommend priorities/goals/objectives)
March 15	<ul style="list-style-type: none"> <li>▪ Annual Needs Assessment report completed</li> <li>▪ Resource and Financial Inventory completed</li> </ul>
March 31	WG recommendations on System of Prevention and Care received by SC, with recommended major action priorities for 5 years of Plan (to be used as basis for development of Plan, including Section II, the actual plan of action with goals, objectives, strategies, activities, and resources and timelines)
April 1	Writing of the narrative begins with the framing of each section and inclusion of the National HIV/AIDS Strategy (NHAS) and the HIV Continuum of Care (HCC)
April 30	SC agrees on draft goals and objectives
May 31	Needs Assessment/SCSN components of the Plan drafted, including narrative and charts
June 1	Full prior year epidemiologic profile available; reviewed by [Epi] WG (WG uses these data to suggest adjustments to goals/objective/priorities)
June 30	Drafts completed of Epi Overview, HIV Care Continuum, and Financial and Human Resources Inventory, including narrative and charts
July 15	<ul style="list-style-type: none"> <li>▪ Integrated Plan work plan chart and narrative drafted</li> <li>▪ Monitoring and Evaluation section drafted</li> </ul>
July 31	Full draft of Plan compiled and edited
August 15	Semi-final draft of Plan approved by SC
August 30	Approval for the semi-final version of the Plan by planning bodies obtained
September 1	Plan is completed and ready for review by recipients and final formatting
September 30	Integrated Plan submitted to HRSA (DMHAP and DSHAP) and to CDC/DHAP