

National Community Planning Technical Assistance Providers' Network, Phone Numbers and Website Addresses

You may contact these organizations directly for more information about their programs and services.

American Psychological Association (APA)/Behavioral and Social Science Volunteer (BSSV) Program (877) 754-1404
www.apa.org/pi/aids/bssv.html

Asian and Pacific Islander American Health Forum (APIAHF) (415) 568-3309
www.apiahf.org

Centers for Disease Control and Prevention (CDC) (404) 639-2918
www.cdc.gov/hiv/cba

Inter Tribal Council of Arizona, Inc. (ITCA) (602) 307-1557
www.itcaonline.com/nshapp

National AIDS Education and Services for Minorities (NAESM) (404) 691-8880
www.naesmonline.org

National Alliance of State and Territorial AIDS Directors (NASTAD) (202) 434-8090
www.nastad.org

National Association of People With AIDS (NAPWA) (240) 247-0880
www.napwa.org

U.S./Mexico Border Health Association (USMBHA) (915) 833-6450
www.usmbha.org

TECHNICAL ASSISTANCE IS ONLY A PHONE CALL AWAY

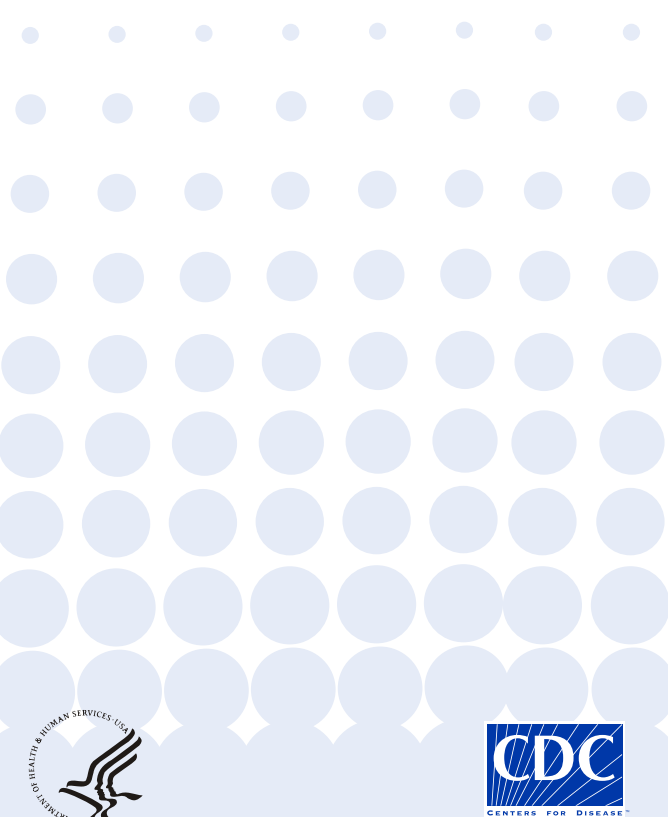
To initiate a request for TA, call:
 Your CDC Project Officer at (404) 639-5230

CENTERS FOR DISEASE CONTROL AND PREVENTION

JULY 2005

TECHNICAL ASSISTANCE

FOR HIV PREVENTION COMMUNITY PLANNING



WHAT IS TECHNICAL ASSISTANCE?

TECHNICAL ASSISTANCE (TA) FOR HIV PREVENTION COMMUNITY PLANNING is meant to support community planning groups (CPGs) and its members in developing the necessary products and applying the principles of HIV prevention community planning. The Centers for Disease Control and Prevention (CDC) supports seven organizations-the National Community Planning Technical Assistance Providers' Network-to provide TA to CPGs and Health Departments in a variety of content and issue areas.

Technical assistance is one of the most valuable tools that community planning groups (CPGs) can use to support their work. Technical assistance for HIV Prevention Community Planning is the provision of direct or indirect support to increase the capacity of individuals and/or groups to carry out effective community planning. Technical assistance may involve assisting a community planning group assess when support might be needed; arranging for peers to share common experiences and to brainstorm new ideas and approaches; improving access for, and participation of, affected populations in the process; providing a specific skills training for CPG members such as priority setting; and working with a CPG committee members to create process-related ground rules or bylaws.

TA IS DESIGNED TO BE A HELPFUL AND POSITIVE EXPERIENCE.

HOW DO I REQUEST TA?

- BEGIN BY ASKING, "WHAT TYPES OF KNOWLEDGE, SKILLS, OR SUPPORT DO WE NEED TO ACCOMPLISH OUR COMMUNITY PLANNING TASKS OR OBJECTIVES?"** The Self-Assessment Tool for Community Planning Groups can help you assess your community planning efforts and define your TA needs. Your CPG might want to complete the Self-Assessment Tool as a group and use the discussion to target the TA request. You can obtain a copy of the Self-Assessment Tool by downloading the document from www.HIVAIDSTA.org.
- ENSURE THE HEALTH DEPARTMENT, THE CO-CHAIRS, AND OTHER MEMBERS OF THE CPG SHOULD ALL CONTRIBUTE IN DEVELOPING THE TA REQUEST.** All members of the group should discuss and agree on the expected outcomes from the TA, as well as the commitment necessary for the TA to be successful.
- DESIGNATE ONE INDIVIDUAL AS THE "POINT OF CONTACT" FOR COORDINATING TA.**
- CONTACT YOUR CDC PROJECT OFFICER.** CDC's Capacity Building Assistance Tracking System Coordinator will assign one of the National Community Planning Technical Assistance Providers to work with the co-chairs, point-of contact, or the CPG to develop a specific plan to meet the requested TA needs.



www.HIVAIDSTA.org

Visit the website where communities and Health Departments come together to address HIV prevention community planning materials, peer samples, links to other CPGs, a listserv, and more!

TECHNICAL ASSISTANCE CONTENT AREAS

TA is available in a wide variety of content areas. Call your CDC Project Officer if you are not sure about the type of TA you need.

Examples of these content areas include, but are not limited to:

- **ORIENTATION TO THE COMMUNITY PLANNING PROCESS**

What new planning group members need to know about the core principles and elements of HIV prevention community planning; the major planning tasks; the roles of CPG participants; and the expected outcomes of the planning process.

- **PROCESS MANAGEMENT**

How to manage the nominations and selection process; set ground rules; manage conflict; support members; conduct effective meetings; and collaborate with other planning efforts.

- **PARITY, INCLUSION, AND REPRESENTATION (PIR)**

How to identify and involve a wide variety of individuals representing communities, organizations, affected groups, and professionals responding to HIV; improve the capacity and skills of members to represent their communities; enhance cultural diversity; and improve cultural competency.

- **USING DATA TO SUPPORT DECISION MAKING**

How to better understand the data in the epidemiologic profile; gain familiarity with key data sources and their strengths and limitations; and use epidemiologic information as a foundation for identifying needs and setting priorities.

- **COMMUNITY SERVICES ASSESSMENT (NEEDS ASSESSMENT/RESOURCE INVENTORY/GAP ANALYSIS)**

How to use different assessment strategies (e.g., surveys, evaluation findings of programs and services, outreach and focus groups, public meetings) to incorporate contributions from both providers and consumers of services; develop a description of existing HIV prevention resources; and compare the needs assessment with the resource inventory to describe unmet HIV prevention needs.

- **PRIORITY SETTING**

How to set priorities among target populations and proposed interventions using the body of information collected through the planning process; and how to use effective group decision making.

- **INTERVENTION EFFECTIVENESS/“WHAT WORKS”**

How to objectively examine current and planned interventions, the mix of interventions, and the potential for effectiveness in HIV prevention; and gain a basic understanding of behavioral science for HIV prevention.

- **EVALUATION OF THE PLANNING PROCESS**

How to set goals and objectives for progress; monitor and document progress; evaluate the effectiveness of the process; and assess the development and implementation of the HIV prevention plan.

HOW IS TA PROVIDED?

The Community Planning Technical Assistance Providers will work with you to determine the appropriate TA response to meet your needs (often through an initial conference call with the co-chairs or “point-of-contact”). In addition to defining TA need(s), the TA approach and delivery methods are also discussed and agreed upon. TA may be delivered in many ways, including:

- Telephone consultation
- Dissemination of information and self-help materials
- Reviewing materials
- On-site visits to discuss issues and approaches, and/or assist in developing methods or procedures
- Conduct workshops or specific training sessions
- Referral to specific TA sources or materials

WHO PROVIDES TA?

TA providers are technical experts in specific areas that relate to the steps and principles of HIV prevention community planning. Members of the National Community Planning TA Providers' Network may use qualified consultants, consulting firms, and minority- and AIDS-related agencies. NASTAD's registry of health department peers and APA's BSSV program further increase the options available for TA.

HOW IS A TA PROVIDER CHOSEN?

A qualified TA provider, or team of TA providers, will be assigned by CDC's Capacity Building Assistance Tracking System Coordinator. The Health Department, the CPG, and the CDC Project Officer must all agree on the TA provider before plans for assistance are finalized.

WHO ARE THE MEMBERS OF THE TA PROVIDERS' NETWORK?

The National Community Planning TA Providers' Network is comprised of seven organizations and coordinated by CDC.

- **The American Psychological Association's (APA)/ Behavioral and Social Science Volunteer (BSSV) Program**, provides free, ongoing TA in behavioral science by linking CPGs that want state-of-the-art prevention for their community with local psychologists, sociologists, anthropologists, and public health experts. The BSSV Program also assists with adapting and tailoring evidence-based effective interventions and helps translate science into applicable, practical methods and techniques.
- **The Asian and Pacific Islander American Health Forum (APIAHF), Inter Tribal Council of Arizona, Inc. (ITCA), National AIDS Education and Services for Minorities (NAESM), and U.S./Mexico Border Health Association (USMBHA)** are funded to provide national/regional ethnic specific skills-building training opportunities for CPGs; focus on Parity, Inclusion, and Representation issues; provide tools and written materials specific to their targeted ethnic populations; identify or develop and disseminate effective techniques and models for accomplishing community planning tasks; consult on trends and issues in community planning; and provide, upon request, area-specific TA.
- **The National Alliance of State and Territorial AIDS Directors (NASTAD)** interacts with Health Departments and coordinates their Registry of Health Department peers who are available to provide community planning TA. NASTAD also develops Community Planning materials and tools, and provides direct TA.
- **The National Association of People With AIDS (NAPWA)** provides assistance with involving HIV-positive persons in the community planning process; increasing youth involvement in the CPG process; incorporating cultural diversity and cultural competency; providing leadership skills development for HIV positive persons; and increase understanding of EPI Profiles/Using Data for HIV Prevention Decision Making.