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| --- | --- | --- | --- | --- | --- | --- | --- |
| **KEY**: **Ryan White CARE** **CCCHAP** **Joint CCCHAP and Ryan White Care** | | | | | | | |
| **Duty** | **Executive** | **Planning & Allocations** | **Membership & Training** | **Needs Assessment & Evaluation** | **Community Voices** | **Disparities** | **Grievance** |
| Develop prioritization and allocations process |  | X |  |  |  | X (MAI, Greater MN) |  |
| Comprehensive plan development (SCSN development) |  | X |  |  |  | X (Develop disparities section and goals/objectives) |  |
| Comprehensive plan monitoring |  | X |  |  |  | X (disparities goals/objectives) |  |
| Standards of care development, review and revisions |  | X |  |  | X (consumer input) | X Develop cultural competency universal or service specific standards |  |
| Jurisdictional prevention plan development |  | X |  |  |  |  |  |
| Jurisdictional prevention plan concurrence |  | X |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Needs Assessment |  |  |  | X | X (pilot, promotion) | X (identify population sample goals, outreach and promotion) |  |
| Service impact evaluation (outcome, utilization, cost effectiveness) |  |  |  | X |  |  |  |
| Develop materials (data) for prioritization and allocations |  |  |  | X |  |  |  |

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| Duty | Executive | Planning & Allocations | Membership & Training | Needs Assessment & Evaluation | Community Voices | Disparities\* |  |
| Grantee administration evaluation (assessment of administrative mechanism) |  |  |  | X |  |  |  |
|  |  |  |  |  |  |  |  |
| *Addressing disparities* |  |  |  |  | X | X |  |
| MAI prioritization services and allocations |  |  |  |  |  | X |  |
| Prioritization of populations for prevention |  |  |  |  |  | X |  |
|  |  |  |  |  |  |  |  |
| Member selection process |  |  | X |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Member training (add module on disparities) |  |  | X |  |  |  |  |
| Member engagement | X (assist) |  | X |  | X (assist) | X (assist) |  |
| *Leadership development* | X |  | X |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Bylaw updates and revisions | X |  |  |  |  |  |  |
| Code of conduct compliance | X |  |  |  |  |  |  |
| Meeting standards and climate | X |  | X |  |  |  |  |
| Meeting evaluation | X |  | X (develop training in response to evaluation) |  |  |  |  |
| *Charter development and revision* | X |  |  |  |  |  |  |
| Council support needs | X |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Grievance hearing and resolution |  |  |  |  |  |  | X |
|  |  |  |  |  |  |  |  |
| Unaligned consumer participation and engagement |  |  | X |  | X |  |  |
| Broaden community engagement |  |  | X |  | X | X |  |