Minnesota Department of Health

# Form E: PrEP Program Activities Narrative

MAXIMUM 60 POINTS

Agency Name:  
Program Name:  
Agency Address:  
Agency Contact:  
 Email:  
 Phone:  
Performance Period:

## Instructions

LIMIT: **Ten (10) pages** but may be less than ten pages. Applicants must write their proposal in a **12-point font** with one-inch margins and **single-spaced** lines on 8.5 X 11-inch single side paper. Separate paragraphs with a blank line in between.

The program narrative consists of five sections/headings listed below **A** through **E**. You must indicate the section letter and number in response, i.e., type A-1, A-2, etc., before your response to each question. You only need to include the letter and number of the criteria. Do not combine two or more questions or refer to another section of the program narrative.

Please check the implementation model and service delivery strategy(ies) you propose to use.

##### PrEP Implementation Model:

##### Select the PrEP implementation model that you propose to use. (Only One)

In-house model – Under “one Roof”

Referral model or “Collaborative model”

##### PrEP Services delivery Strategy:

##### Select the PrEP service delivery strategy(ies) that you propose to use. (Select All that apply)

Navigation

Telehealth/TelePrEP

Mobile-based

Home-based

Technological

Estimated number of unique individuals to be prescribed PrEP for the entire grant period of 18 months: \_\_\_\_\_\_\_\_.

Program Specific Activities

**Section A: Program Summary, Geographic area, Priority population,** (10 possible points):

1. Provide a summary of the proposed program. (Limited to 300 words)
2. Briefly describe the precise targeted geographic service area(s) or region(s)— (i.e., name specific rural counties) and priority population to be served. Include the percentage of priority population currently served at your organization. (5 possible points)
3. Describe how you will ensure that the program is culturally, linguistically, and developmentally appropriate to the priority population. (3 possible points)
4. Describe any anticipated challenges you are likely to encounter in carrying out PrEP service within your selected service area(s) based on your organization’s own evaluation. Include how you plan to address or resolve those challenges. (2 possible points)

**Section B: Work Plan Narrative** (30 possible points)

1. For the PrEP implementation model you selected (e.g., in-house or referral), clearly describe in detail the model and how it fits in your organization. (3 possible points)
2. For the PrEP care service delivery strategy(ies) you selected, clearly describe in detail each strategy or strategies. (3 possible points)
3. Describe how each of the following required PrEP care continuum activities will be implemented.
4. Describe how you will promote PrEP education to raise awareness throughout the targeted service area(s). Include a timeline for accomplishing promotion activities. (3 possible points)
5. Describe how you will engage, identify, and recruit persons at greatest risk of acquiring HIV infection who will benefit from PrEP. Include step by step actions/activities of the recruitment process. (3 possible points)
6. Describe how you will screen persons for PrEP eligibility. Include details of the screening process and specific activities for determining eligibility. (3 possible points)
7. Describe how you will actively refer eligible PrEP persons to PrEP providers internally and/or externally. Include step by step actions/activities of the referral process. (3 possible points)
8. Describe how eligible PrEP persons will be assisted with rapid linkage to PrEP providers for initial clinical assessment appointment, either internally or externally. Include step by step actions/activities of the linkage process. (3 possible points)
9. Describe how you will prescribe PrEP to persons determined eligible for PrEP. Include step by step actions/activities in the prescribing of PrEP process. (3 possible points)
10. Describe the policies, procedures, and workflow protocols that are in place for initiating and/or prescribing PrEP to eligible clients. (3 possible points)
11. Clearly describe how PrEP clients will be supported to stay in PrEP care. (3 possible points)

**Section C: Data Collection and Performance Measures** (10 possible points)

1. Describe the processes, procedures, and mechanisms you will use to collect, track, document, and report the required data variable for this program. Include how such data will be used to manage, monitor, and improve the program goals. (4 points)
2. Describe how you will ensure privacy and confidentiality. Include where data are stored, who will have access to data collected, and how the identity of PrEP clients will be kept private. (3 points)
3. Describe how eligible PrEP persons who are underinsured and/or uninsured will be assisted to pay for PrEP care services. In addition, describe how young adults on their parents’ medical insurance coverage will be assisted to maintain privacy and access to PrEP services. (3 possible points)

**Section D: Coordination, Partnership and Collaboration** (10 possible points)

1. Describe current or potential partners and collaborators for this program, both formal and informal. In addition, clearly describe the roles and responsibilities of the partners in this proposed program. Please include MOU or LOC from each partner. (5 possible points)
2. List key personnel who will work this program and include their background, relevant experience, and roles and responsibilities related to proposed activities. **Do not attach resumes or CVs**. If staffing is not currently in place, describe required qualifications and training for new hire(s) to deliver the services. (5 possible points)

**Section E: Evaluation** (5 possible points)

1. Estimate the number of persons to be served for each activity for the entire performance period of 18 months:

* Educated about PrEP
* Assessed for HIV risk
* Screened for PrEP eligibility or determined eligible for PrEP
* Eligible for PrEP that are actively referred to a prescribing provider
* Eligible for PrEP that are assisted with rapidly linkage to a prescribing provider
* Prescribed PrEP