



DISTRICT OF COLUMBIA • ELIGIBLE METROPOLITAN AREA RYAN WHITE CROSS-PART QUALITY IMPROVEMENT COLLABORATIVE

Response Team Membership

Vision Statement: *The Collaborative's well-defined network of community partners and resources will provide seamless accessibility to quality HIV-related care and services for all RW consumers in the DC metropolitan region*

The Response Team is responsible for coordinating CQM activities in the Region. This Team is comprised of recipients, community subrecipients, and non-affiliated consumer representatives from across the entire EMA. The Response Team serves as the CQM Committee for the Metropolitan Washington Ryan White Program and accomplishes its work through continual engagement with the broader Collaborative membership via interaction with all stakeholders. Work is done both in person and virtual (ZOOM). Our current model includes a community member partnering with a HAHSTA staff member to fulfill each role, ensuring accountability, efficiency, and engagement of community partners in the true spirit of collaboration. We are looking for individuals who can commit to the following for at least the duration of the current grant year:

- Attendance at monthly Collaborative Virtual Meeting sessions
- Attendance at quarterly Response Team Meetings
- Attendance at Summits and/or Learning Sessions
- Ability to perform the duties of the selected role

The following roles have been established for the Response Team:

Data Management Co-Leads

The Data Management Team is responsible for:

- Assisting the Collaborative with identifying potential data improvement projects;
- Advising the Collaborative on the development of improvements to the data collection system and performance monitoring initiatives;
- Reviewing data over time for trends in program outputs and data validity;
- Requesting performance measures data from providers per schedule;
- Developing recommendations on how to improve data; and
- Sharing findings with stakeholders.

Quality Improvement Co-Leads

The Quality Improvement Team is responsible for:

- Leading the Collaborative in dialogue regarding project improvement activities;
- Providing TA and other supports around those activities;
- Setting Collaborative goals for each improvement project; and
- Managing the effective communication of best practices related to the project among Collaborative members.

Provider Technical Assistance Advisor Co-Leads

The Technical Assistance Advisor Co-leads are responsible for:

- Supporting the development of DC Cross-Part QI activities by linking training and Technical Assistance to all stakeholders;
- Developing and implementing QM training opportunities based on identified needs; and
- Facilitating providers and consumers ability to conduct QM activities as well as their knowledge about QI concepts.
- Identifying the need for training;
- Identifying subject matter experts to address knowledge gaps.

Consumer Liaisons

The Consumer Liaisons will be responsible for:

- Providing an effective means of QI communication to the consumers;
- Increasing public awareness of the status of the Collaborative activities; and providing input into identified QM Programs.
- Supporting the development of trained consumers to participate on agency quality management teams and in QM activities
- Ensuring the voice of consumers is integrated in regional CQM activities

Collaborative Response Team, Co-Leads

The Collaborative co-leads are responsible for:

- Interfacing with the HAHSTA and its Jurisdictional Administrative agents as well as the NQC;;
- Leading the Response Team in ascertaining and accomplishing goals;
- Planning Collaborative events;
- Identifying key priorities and milestones for the Collaborative; and
- Setting the agenda for the Response Team meetings.

Communicator

The Communicator is responsible for:

- Coordinating all email communication for the Collaborative participants;
- Formatting and editing all Collaborative products developed for distribution; and
- Developing webpage and workspace content
- Identifying a time and working with the Co-Leads to find space for Response Team and Collaborative participant meetings.

Recorder

The Recorder is responsible for:

- Accurately capturing the ideas discussed and decisions of the Response Team meetings.
- Identifying an alternate member to serve as their backup.

DISTRICT OF COLUMBIA • ELIGIBLE METROPOLITAN AREA
RYAN WHITE CROSS-PART QUALITY IMPROVEMENT COLLABORATIVE

Response Team Membership Form

Name: _____
Organization: _____
Email: _____
Telephone: _____

I. Overview of Experience and Availability

- Brief description of experience:

- List time constraints and availability:

Please feel free to attach relevant documents on to complement your application such as, but not limited to:

- CV/Resume
- Letter of Recommendation

II. Role

Indicate your role of interest. If you are interested in more than one, please rank your top 3. We will do our best to accommodate everyone's preference based on their experience and skills.

Role	Community	HAHSTA	Rank
Data Management Co-Lead			
Quality Improvement Co-Lead			
Provider Technical Assistance Advisor			
Consumer Co-Lead			
Committee Co-Lead			
Communicator			
Clinical Co-Lead			
Recorder			
Other (please describe)			

Please submit this form to RW.Quality@dc.gov. Applications will be processed on a first come, first processed basis.