

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

Response Team Membership

Thank you for your interest in becoming a Response Team Member!

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 customers in the DC metropolitan region.

The Response Team coordinates the eligible metropolitan area's (EMA) Ryan White Clinical Quality Management (CQM) Program activities and serves as the CQM Committee for the EMA's DC Collaborative. The DC Collaborative brings together all Ryan White HAHSTA-funded service providers to strengthen quality improvement across the EMA. Each Response Team member will be paired with a HAHSTA staff member to form co-leads for each role to ensure accountability, efficiency, and community partner engagement in the true spirit of collaboration. We are looking for individuals who can commit to the following for at least the duration of the coming grant year (GY34):

- Attendance at monthly DC 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 are 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
- Sharing findings with stakeholders

Quality Improvement Co-Leads are responsible for:

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

Provider Technical Assistance Advisor Co-Leads are responsible for:

- Supporting the development of DC Cross-Part Quality Improvement activities by linking training and technical assistance to all stakeholders
- Developing and implementing quality management (QM) trainings based on identified needs
- Facilitating providers' and customers' 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



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Customer Liaisons are responsible for:

- Providing an effective means of QI communication to the customers
- Increasing public awareness of the status of the Collaborative activities and providing input into identified QM Programs
- Supporting the development of trained customers 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 are responsible for:

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

Communicator is responsible for:

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

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



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Response Team Membership Form

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

I. Overview of Experience and Availability

What excites you about The Response Team and what relevant experience do you bring to the table?

Please list your time constraints and your availability:

Please feel free to attach relevant documents 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	Rank
Data Management Co-Lead	
Quality Improvement Co-Lead	
Provider Technical Assistance Advisor	
Customer Liaison Co-Lead	
Collaborative Response Team Co-Lead	
Communicator	
Recorder	
Other (please describe)	

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

