



Respond Workgroup Meeting Agenda

Date: [Insert Date] Time: [Insert Time]

Goal: Respond quickly to potential HIV outbreaks to get vital prevention and treatment services to people who need them.

1. Member check-in
2. Recap of previous meeting using most recent Status Report:
 - a. Review of planned action items
 - b. Open discussion on action items
 - c. Identify outstanding questions
3. Discuss the six core questions associated with EACH Objective
 - a. Increase nPEP access and prescription within a 72-hour period, following potential HIV exposure(s) by 10% in five years.
 - b. Increase capacity and implementation of activities for detecting and responding to HIV/STI/VH outbreaks by 10% in five years.
 - c. Increase training plans for the healthcare workforce which address client-centered and culturally responsive care, delivery of stigma-free sexual histories and behavioral health assessments, trauma-informed care and referral to resources using a status neutral approach by 5% in five years.

Questions	•Do you have any questions about this objective?
Data	•What are our data sources? What is our data telling us? •Are we making progress on achieving this objective?
Successes	•What successes have we had toward meeting this objective? •Are there lessons learned that can apply elsewhere?
Challenges	•What problem(s) do we face to meeting this objective?
Problem-Solving	•How can we overcome the problem(s)?
Next Steps	•What do we need to do next?

4. Action Planning
 - a. Recap specific actions to address the objectives of the Respond Workgroup.
 - b. Assign tasks and time frames to members.
5. Meeting conclusion
 - a. Confirm date and time for next meeting.
 - b. Thank all members for their time and participation.



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6. Chairs complete IHP Workgroup Status Report after the meeting and submit by emailing to PHED@dhhs.nh.gov.
 - a. NEVER include any personal, identifiable, or protected information in these reports.
 - b. Status Reports are posted online: [New Hampshire HIV Planning Group - nhhiv.org](http://nhhiv.org)