**IMPLEMENTATION PLAN**

***2024 Stakeholder Engagement***

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| **Completion: 2024 / Jan. 2025** | **Pitt staff assigned to this project:** Paul Kabera (85%), Sarah Krier (5%), David Givens (5%), Judy Rosenfeld-Wisniewski (5%) |
| Our 2024 stakeholder engagement work will elicit the perspectives of a diverse group of Pennsylvanians to identify the HIV prevention and care services they perceive to be working well, what improvements to HIV prevention and care services they perceive to be needed, and what necessary prevention and care services they perceive to be absent. We will use a phased elicitation approach that begins with open, stakeholder-driven dialogue, and then based on the perspectives generated during those dialogues, transition to facilitator-driven dialogues that drill down to identify the root causes of stakeholder-identified issues. Here are the related implementation details: **TASK GROUP 1 (May - November 2024)**Goal: *Understand the perspectives of a diverse group of Pennsylvanians about the state’s current HIV prevention and care services.* To achieve this goal, the following specific tasks will be conducted:* Conduct at least 8 conversation cafés through which diverse stakeholders will drive, on their own terms, dialogues about what HIV prevention and care services are working well, what HIV prevention and care services need to be improved, and what HIV prevention and care services need to be started.
* Conduct least 1 per region (including Philadelphia).
* Demographics: Engagement goal is to align participation with state demographics, including demographics of PLWH, with special attention to:
* Race
* Age
* Geography
* Gender / Gender ID
* Thematically analyze the conversation cafés and then generate a report that distills the stakeholder perspectives into a set of key insights.
* Incentivize participants with $25 Amazon gift cards or similar compensation.

**TASK GROUP 2 (May - November 2024)**Goal: *Mobilize the PA HIV Planning Group as a hub of collaborative partners who help shape the evolution of the stakeholder engagement work.* To achieve this goal, the following specific tasks will be conducted:* As part of making “stakeholder engagement” a standing agenda item for every HPG meeting, prepare and present a stakeholder engagement update. Use each update as a gateway for eliciting HPG feedback about stakeholder engagement work.
* Between HPG meetings, hold one-on-one conversations with HPG members to further elicit feedback.
* Design and schedule facilitator-led dialogues – focus groups and/or key informant interviews - that drill down into the lessons learned from the conversation cafés and HPG members.

**TASK GROUP 3 (September 2024 - January 2025)**Goal: Conduct root cause analysis of the stakeholder themes generated by Task Group 1, doing so in concert with the HPG input generated by Task Group 2.To achieve this goal, the following specific tasks will be conducted:* Conduct additional conversation cafés as necessary to increase the breadth and depth of stakeholder perspectives. This could include meeting demographic/geographic engagement goals and/or gaps in data, themes, needs, etc.
* Refine/finalize and conduct facilitator-driven focus groups (including virtual option) that drill down to the root causes of the major themes identified by the conversation cafés.
* Individualize and conduct key-informant interviews to drill down to the root causes of the major themes identified by the conversation cafés and/or focus groups.
* Document insights that emerge from conversation cafés, focus groups and/or interviews, emphasizing those expected to inform and enrich the IHPCP.
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