

TOWNHALL

TIMELINE



1. NEEDS ASSESSMENT

- Decide to conduct Townhall (JUN 2025) ✓
- Survey Poz, CPC, & Prevention committees to identify possible topic areas and themes from priority setting data (JUL 2025) ✓



2. BRAINSTORM

- Review strategies about how to conduct a townhall from TargetHIV with committees (JUL 2025) ✓
- Develop draft agenda and get buy in from committees (JUL 2025) ✓



BRAINSTORM CONTINUED

- Identify townhall logistics: budget, recruitment strategy, location, potential stakeholders/partners (sent preliminary emails to locations and partners Action Wellness, ACG, Cooper, Gilead- AUG 2025) ✓



3. LOGISTICS

- Confirm budget
- Confirm fiscal sponsorship
- Confirm locations (1 of 3 confirmed) ~~~~~
- Confirm catering



LOGISTICS CONTINUED

- Confirm agenda
- Confirm presentation/ speakers/ facilitators
- Confirm transportation
- Confirm analysis plan



4. DESIGN MATERIAL

- Review and update previous surveys ✓
- Development of materials: survey tool; flyers; format of day
- Acquire partner logos to place on branded materials (OCT~NOV 2025)



DESIGN MATERIAL CONTINUED

- Create a data entry tool
- Do a test pilot of the survey with Poz committee
- Data entry test



DESIGN MATERIAL CONTINUED

- Finalize registration website (max out each location to 32 participants -NOV 2025) **REGISTRATION REQUIRED**
- Finalize demographic survey tool - (NOV 2025)
- Finalize presentations

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5. RECRUIT PARTICIPANTS

- Use existing networks from location partners to recruit participants (NOV 2025-JAN 2026)
- Advertise townhalls in OHP newsletters (NOV 2025-JAN 2026)

RECRUIT PARTICIPANTS

- DHH send flyer out to providers (NOV 2025-JAN 2026)
- HIPC members distribute flyers through their network (NOV 2025-JAN 2026)

6. CONDUCT WALKTHROUGHS

- Schedule walk through visits at each location at least a day before preferably a week to ensure AV needs (DEC 2025-JAN 2026)
- Send out reminders to participants about their attendance

7. HOST TOWNHALLS

- Host three townhalls, one per region (DEC 2025 - JAN 2026)
- requires: demographic info collection, catering, transportation,
- Staff enter survey info for analysis (DEC 2025 - JAN 2026)

8. DEBRIEF

- Feedback Survey (after each Townhall DEC 2025- JAN 2026)
- Staff meeting (after each Townhall DEC 2025- JAN 2026)
- Implement lessons learned

9. PUBLISH FINDINGS

- Analyze data (FEB 2026)
- Write findings to include in Integrated Plan and OHP website (MAR. 2026)
- Prepare for Focus Groups (JUL 2026 +)

10. THANK OUR PARTNERS

- Send out thank you letters to partners ensuring they have a link to the findings (MAR 2026)