

# Philadelphia EMA HIV Integrated Planning Council

## Guidelines for the Development of Instructions to the Recipient

Revised April 2018

The Planning Council may, as part of its allocations process, develop a list of instructions to the recipient. The purpose of these instructions is to guide the recipient in the best way to meet priorities. Instructions, if they are given, must be specific and must address a particular service category.

Generally, it is expected that instructions to the recipient will fall within one or more of the following areas:

- **Specific subpopulations** that must be served (the Planning Council might specify a group of people to whom services must be provided or targeted—e.g., women, gay men of color, people who are homeless, people who inject drugs, Latinos, African-Americans).
- **Specific geographic areas** (the Planning Council might specify that a particular service be targeted to a geographic area of disproportionate need—e.g., a particular ZIP code area, a region of the EMA, or an urban center).
- **Types of service interventions** (the Planning Council might specify that the category of *food bank and home-delivered meals* shall include home-delivered meals, food banks/pantries, food vouchers, and nutritional supplements).
- **Types of organizations** that might deliver the services (the Planning Council might specify the type of organization that shall deliver a particular service—e.g., community-based organizations that serve a particular population, nonprofit agencies, agencies that link their care services to prevention services; the Council must not name specific agencies, however).

The recipient's compliance with instructions should be measurable and evaluated. With every instruction, a Council must be able to answer this question: "How will we know whether or not the instruction was followed?" For example, if the instruction is to target *care outreach* services to women, the Council should look for service utilization data that is broken out by gender; if the instruction is to increase the number of pharmacies providing *medications* to increase consumer choice, the Council should ask the recipient to report on how many contracts were procured with how many different providers. In addition, the Council should evaluate to what extent the instructions have been followed (as part of the overall evaluation of the recipient). This evaluation will help the Council determine the need to repeat the instruction, revise it, or focus its attention in a different area.