

Indiana HIV Consumer Advisory Board – Program Description  
District Representative Job Description  
At Large Representative Job Description  
Map of Districts in State of Indiana



**SECTION I:****Indiana HIV Consumer Advisory Board**

It is the overall mission of the Indiana CAB Program to provide a mechanism through which people with HIV infection can have meaningful input into the development of policies and programs to address their needs.

Additionally, it is the specific mission of the Indiana Statewide District HIV Consumer Advisory Board to provide input regarding the growth of the Indiana CAB Program.

1. Provide input regarding the development and structure of the Indiana State HIV Consumer Advisory Board Network throughout Indiana.
2. Collaborate with the Division of HIV/STD in the development of guidelines for the structure and ongoing governance of the Indiana CAB network.
3. Assist the Division of HIV/STD in the development of components to be used for the evaluation of existing program and services funded via the Indiana State Department of Health.
4. Provide input on the quality and functionality of existing and proposed HIV-related services.
5. Identify and provide input on gaps in HIV-related services.
6. Prioritize HIV-related services needs in Indiana utilizing epidemiological trends, new and existing needs assessments and focus group data, and relevant local data regarding available services.
7. Participate in reviewing and scoring of applications to ISDH generated by Requests-for-Proposals (RFPs).
8. Assist in the development of a Comprehensive HIV Services Plan consistent with the high priority service needs identified by the SWCAB, new and existing needs assessments, relevant service providers, the Indiana Comprehensive HIV Services Planning and Advisory Council.
9. Assist the Division of HIV/STD in the review/interpretation of public health policies regarding HIV disease and provide input in the development of new public health policies and major Request-for-Proposals (RFPs).
10. Provide input toward the creation of Indiana CAB meeting agenda items.
11. Establish task-oriented Ad Hoc committees when necessary to accomplish tasks.
12. Follow guidelines and policies set forth by the CAB and the Division of HIV/STD.
13. Work with HIV service providers and People Living with HIV and AIDS (PLWH/A) to increase their overall level of participation in the SWCAB.
14. Facilitate the resolutions of grievances occurring at the District level.
15. Creation/review of relevant documents pertaining to policies and procedures of the Division of HIV/STD and of the CAB Program (see Consumer Input Policy in Section 9 for more detail).

## **SECTION 1.3: DISTRICT REPRESENTATIVE JOB DESCRIPTION \*\***

### **I. Role Statement**

In addition to the three at-large representatives, the Indiana CAB shall also consist of twelve (12) District representatives, each representing one of the twelve care coordination sites in the State of Indiana as defined by the ISDH Division of HIV/STD.

As a Statewide District Representative of the Indiana CAB responsibilities include the following\*:

1. Making a commitment to this process and its results.
2. Participating in all decisions and problem solving.
3. Undertaking special tasks as requested by the CAB
4. Gather data and information as needed.
5. Representing all consumers and people living with HIV (PLWH) living in the Care Coordination District in which you reside.
6. Provide opportunities for consumers and people living with HIV to give input at the district level.
7. Act as a liaison between the Indiana CAB and AIDS Service Organizations in your area of representation.
8. Establish working relationships between AIDS Service Organizations (ASOs) in your area and the CAB.

### **II. Length of Commitment**

The Statewide Consumer Advisory Board membership terms shall be three [3] years in length. No members shall serve more than three [3] consecutive terms, and may reapply after six [6] months of their term.

### **III. Estimated Time Required**

1. Monthly meetings of no less than three hours and up to six hours (plus travel time to and from Indianapolis).
2. Possible training/workshops in addition to monthly meetings.
3. Possible monthly meetings of ad hoc committees.
4. Eight hours per month for reading, study and specific task completion.

### **IV. Major Duties and Task**

1. Inform AIDS Service Organizations in your area of representation about the activities of the Indiana Statewide HIV Consumer Advisory Board.
2. Provide opportunities to allow consumers to have input with the intent of leading to the planning and organization of a local Indiana District HIV Consumer Advisory Board in your area of representation.
3. Identify technical assistance/capacity development needs for effective consumer participation in the advisory process along with the HIV CAB Liaison.
4. Work in conjunction with the Indiana State Department of Health, Division of HIV/STD to identify unmet HIV-related services needs within Indiana.
5. Review available epidemiological information, needs assessments, cost effectiveness, behavioral and social sciences and other data required to prioritize HIV service needs in the State of Indiana.
6. Work in conjunction with the Indiana State Department of Health, Division of HIV/STD to prioritize HIV-related service needs in the State of Indiana.
7. Identify technical assistance needs of community-based AIDS Service Organizations in the areas of program planning, implementation, and evaluation.
8. Work in conjunction with the Indiana State Department of Health, Division of HIV/STD to develop goals and measurable objectives for the provision of HIV-related services.

9. Evaluate the Indiana CAB process and assess the responsiveness of the Indiana State Department of Health, Division of HIV/STD to the Indiana Statewide HIV Consumer Advisory Board.
10. Represent and report to the CAB during monthly CAB meetings.
11. Complete and submit all required monthly paperwork to the HIV Services Advisory Board Liaison.

### I. Role Statement

The Indiana CAB will have three at-large representatives. These three representatives will represent the three regions of the state:

Northern Region:	Districts 1, 2 and 3
Central Region:	Districts 4, 5, 6, 7 and 9
Southern Region:	Districts 8, 10, 11 and 12

As an At-Large Representative of the SWCAB, responsibilities include the following:

1. Making a commitment to this process and its results.
2. Participating in all decisions and problem solving.
3. Undertaking special tasks as requested by the SWCAB.
4. Gathering data and information as needed.
5. Representing the Region of Indiana in which you reside (i.e. North, Central or South)
6. Working in conjunction with the District Representatives of the CAB and the Indiana District CAB members (DCAB) in your region to establish relationships between AIDS Service Organizations and the Indiana CAB program.
7. Acting as back-up and support to the current Statewide District Representatives in your region.
8. Representing the district in your region which may currently not have a District Representative.
9. Actively recruit appropriate individuals to fill any Statewide District Representative vacant seat in your region.
10. Assisting in the identification of broad patterns or trends across all Districts.

### II. Length of Commitment

CAB membership terms shall be three [3] years in length with six months waiting period to reapply. Annual terms will end in December 31 of each year. Incumbent members may nominate or be nominated for subsequent and/or consecutive terms six months after their three [3] consecutive terms. At-Large representatives shall serve for three [3] years.

### III. Estimated Time Required

- 1) Monthly meetings of no less than three hours and up to six hours (plus travel time to and from Indianapolis).
- 2) Possible training/workshops in addition to monthly meetings.
- 3) Possible monthly meetings of ad hoc committees.
- 4) Eight hours per month for reading, study, and specific task completion.

#### IV. Major Duties and Task

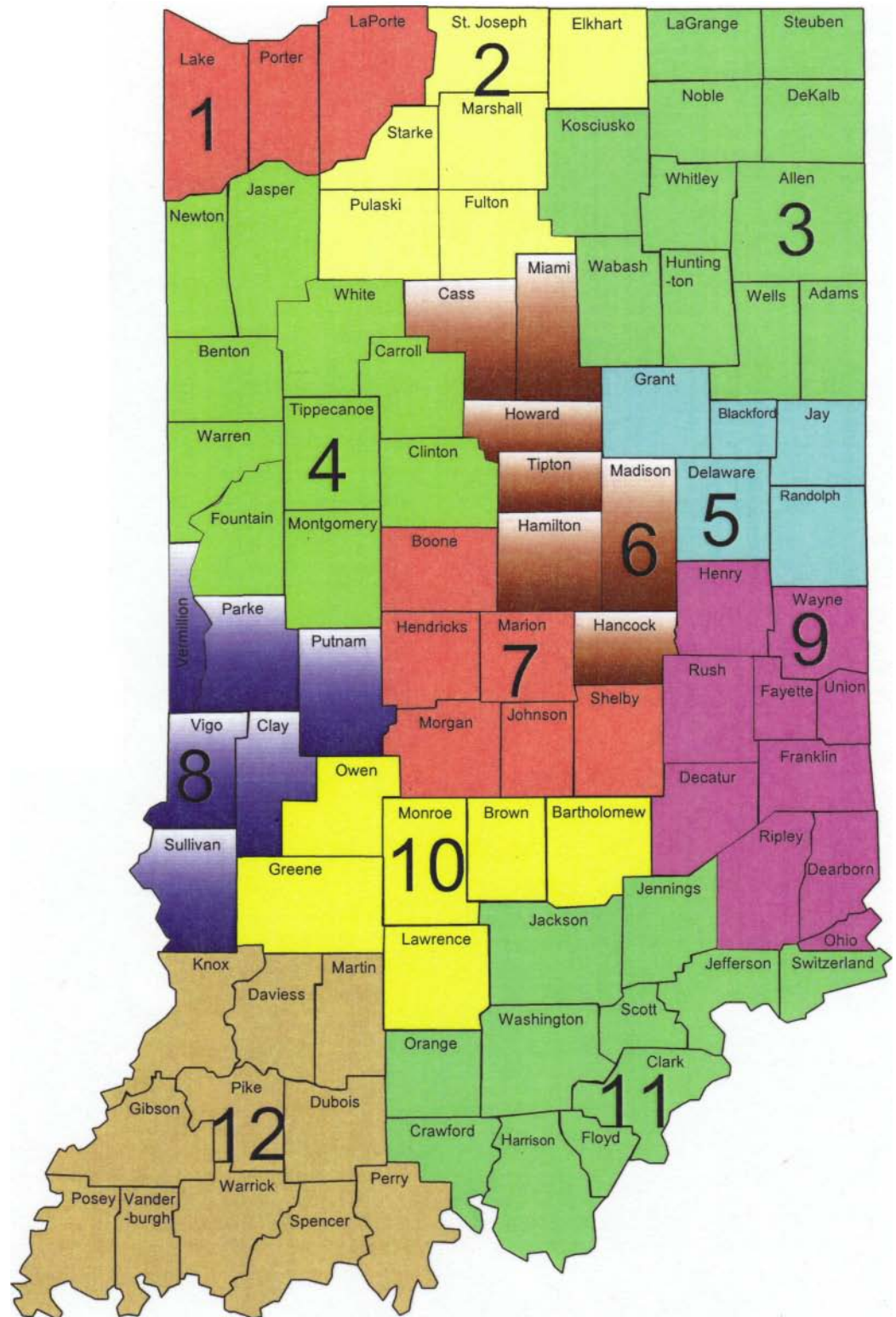
1. Assist Statewide District Representatives and HIV Services Advisory Board Liaison in the planning and organization of providing opportunities to allow consumers to have input.
2. Identify technical assistance/capacity development needs for effective consumer participation in the advisory process.
3. Work in conjunction with the Indiana State Department of Health, Division of HIV/STD to identify unmet HIV-related services needs within Indiana.
4. Review available epidemiological information, needs assessments, cost effectiveness, behavioral and social sciences and other data required to prioritize HIV service needs in the State of Indiana.
5. Work in conjunction with the Indiana State Department of Health, Division of HIV/STD to prioritize HIV-related service needs in the State of Indiana.
6. Assist in identifying technical assistance needs of community-based AIDS Service Organizations in the areas of program planning and implementation and evaluation.
7. Work in conjunction with the Indiana State Department of Health, Division of HIV/STD to develop goals and measurable objectives for the provision of HIV-related services.
8. Evaluate the Indiana CAB process and assess the responsiveness of the Indiana State Department of Health, Division of HIV/STD to the Indiana Statewide HIV Consumer Advisory Board.
9. Represent and report to the CAB during monthly CAB meetings.
10. Complete and submit all required monthly paperwork to the HIV Services Advisory Board liaison.

# INDIANA HIV CARE COORDINATION REGIONS

As of July 2008

By Region

1. Aliveness Project of Northwest Indiana
2. AIDS Ministries/AIDS Assis
3. AIDS Task Force of Northeast Indiana
4. Center for Mental Health - West
5. Meridian Services Corporation
6. Center for Mental Health-Central
7. Concord Center Association  
Damien Center  
Wishard Health Services
8. Housing Authority of Terre Haute
9. Center for Mental Health -
10. Bloomington Hospital Positive Link
11. Clark County Health Department
12. AIDS Resource Group of Evansville



\*\* Taken from the Policies and Procedures Manual for CAB updated 2008