**Attachment 10 – Peer Pilot Program Flowchart**

**Ryan White Part B Emerging Communities – Peer Service Pilot,**

**Rochester Region, New York**

**RFA #24-0007**

A flowchart is a way to visualize a process from beginning to end, with all the steps or tasks to be done and who performs each one. **Applicants are instructed to provide a flowchart of the proposed program model, illustrating the processes/steps, beginning from when an eligible client first comes into contact with the program to when a client starts receiving peer services.**

The flowchart should depict the following:

* All potential points of entry for eligible clients (ex. cold call, referral, community outreach, existing client/patient receiving services at the agency);
* Intake/enrollment and assessment;
* Triage process for determining clients’ need for peer support services;
* How clients will be incorporated into existing processes of HIV service delivery; and
* Which staff will be involved at each step.

**How To Create a Flowchart**

**Step 1:** Select a template and a lead to facilitate the discussion.

**Step 2:** Determine the beginning and end points in the process.

**Step 3:** Identify and outline each step in the process and who performs it.

**Step 4:** Put the steps in order.

**Step 5:** Review and edit with the team for input and to validate the flowchart reflects the proposed model.