



Central Florida HIV Planning Council

Bylaws Reference: Not Applicable

Scope: Part A & Part B

Program procedure: CFHPC-POLICY-

Title: [Data Presentation](#)

Effective: 2/28/2018

Revised: 3/14/19,
3/27/19

Purpose:

To provide current and comprehensive data on HIV epidemiology, Ryan White HIV/AIDS Program (RWHAP) service utilization, needs assessment, available funding and resources, and barriers to and gaps in care. The provided data shall drive the Priority Setting and Resource Allocation processes. Any questions concerning the data which cannot be answered during the data presentation shall be recorded on a flip chart to be researched later. If an answer is found, it shall be presented at the beginning of the Priority Setting meeting.

Policy:

The Planning Council shall receive current and comparative data annually for use in Priority Setting, Resource Allocation, Ways to Best Meet Needs, and Comprehensive/Integrated Planning.

Procedure:

1. Planning Council Support ensures that all relevant data is collected, analyzed available for presentation for Planning Council to fulfill its roles and responsibilities.
2. Training on the different types of data, what it means, how it can be used shall be provided to the Planning Council based on an approved schedule.
3. An 8-hour data presentation shall be provided to the Planning Council prior to the Planning Council completing the Priority Setting and Resource Allocation processes. The Data Presentation shall be scheduled to ensure that both the Priority Setting and Resource Allocation processes are completed within sufficient time for the results to be incorporated into the Grant Application annually.
 - a. The data presentation shall include, but is not limited to:
 - a) Needs Assessment, including unmet needs, and service gaps and barriers
 - b) Early Identification of Individuals with HIV/AIDS (EIIHA)



- c) Epidemiological profiles
 - d) Service Utilization and Expenditures
 - e) Other funding sources and alternate resources
 - f) Outcome Measurement Data, including system wide HIV Care Continuum and the RWHAP Service System
 - g) Trends and events in the Health Care arena
 - h) Provider Capacity & Capability
 - i) Resource Inventory
- b. The data shall be presented in a manner that is easy to understand
 - c. Hard copies of the data presentations shall be provided to the Planning Council.
 - d. The Planning Council Members shall be given the opportunity to ask questions and discuss the data.
4. Three (3) roll calls shall be taken at the Data Presentation meeting: one at the beginning of the meeting, the second following lunch and the final one at the end of the data presentation (prior to the question and answer session).
Members who are not present for the full presentation will not be eligible to submit motions or vote at the Priority Setting or Resource Allocation meetings. An exception will be made for a bona fide emergency as approved by the Planning Council Senior Co-Chair if a member is present for at least 2 roll calls. All PC members are encouraged to attend and be part of the discussion.
 5. A list of the established priorities for the current year and their HRSA definitions shall be provided as part of the Data Presentation.
 6. A summary of key data points shall be included at the end of each section followed by 15-20 minute discussion of the data presented and what it means to the Orlando Service Area (OSA) to be used by the Planning Council members, PLWH, and community members for the purpose of Priority Setting and Resource Allocation.
 7. At the end of the presentation, a survey to evaluate the Data Presentation and suggest improvements shall be distributed by Planning Council Support staff, completed by the Planning Council members and collected by Planning Council support staff, before the meeting is adjourned.
 8. The responses to each question on the evaluation survey shall be summarized and presented to the Service Systems & Quality Committee for analysis.
 9. The Service Systems & Quality Committee shall evaluate the results and make recommendations to the Planning Committee on how to improve the process.