



## Central Florida HIV Planning Council

Bylaws Reference: Sections 2.6, 7.2.2, and 9.3

Scope: N/A Part A & B

Program procedure: CFHPC-POLICY-

Title: [Priority Setting](#)

Effective: 2/28/2018

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

### Purpose:

To establish an annual process for prioritizing service categories for funding.

### Policy:

The Priority Setting Process shall be developed, revised or updated prior to the annual prioritizing of services for the upcoming grant year and shall occur no more than one week after the Data Presentation.

### Procedure:

1. The process for the prioritization of service categories shall be developed, revised or updated by the Planning Council
  - a. To ensure consistency between the Data Presentation, Priority Setting, Ways to Best Meet Needs and Resource Allocation, the Needs Assessment & Planning Committee shall develop the process.
  - b. The draft Priority Setting Process shall be forwarded to the Executive Committee for approval and placement on the Planning Council agenda.
  - c. The draft Priority Setting process shall be distributed to the Planning Council members for a 30-day review prior to the vote for approval.
  
2. The Council shall review, consider, and analyze the data presented at the Annual Data Presentation as part of the decision making process in prioritizing services. Data includes but is not limited to:
  - Needs Assessment including unmet needs and service gaps
  - Early Identification of Individuals with HIV/AIDS (EIIHA)
  - Epidemiological Profiles
  - Service Utilization and Expenditures
  - Outcome Measurement Data including system wide HIV Care Continuum and the RWHAP Service System
  - Trends and Events in the Health Care arena
  - Other variables that may impact RWHAP consumers



3. The full Planning Council shall meet for the specific purpose of prioritizing services for the OSA. As stated in the Bylaws (Section 9.3) and the Data Presentation Policy and Procedures, in order to vote on Priorities, a Planning Council member must have participated in the annual Data Presentation.
  - a. The current priorities will be used as the initial slate.
  - b. The Council will be asked to accept or reject the initial slate. If the initial slate is accepted the process is complete.
  - c. If the initial slate is rejected the slate will be cleared.
  - d. At that point, motions starting with the service category which the Council wishes to be the highest priority are made on a category by category basis starting with Priority #1 and continuing in a sequential order.
  - e. After a motion is on the table (and has been seconded), discussion consisting of a maximum of three pros and three cons for each motion occurs before a vote is taken. Members must declare their conflicts before stating their pro or con. However, Planning Council members with a conflict of interest on an issue may not state a pro or a con. Once a motion has been voted and accepted the category/categories affected by the motion will be locked. Discussion must be in accordance with the "Principles for Decision Making" and the "Criteria" in Tables I and 2 below.
  - f. The motion / discussion / voting process continues until all service categories are prioritized. At that time, a motion to ratify the whole slate is made, seconded, voted on and accepted by the Council, at which time the process is complete and no further changes can be made.
  
4. At the conclusion of the Priority Setting Process, the participants shall complete a survey to evaluate the process. The results of the survey shall be reviewed and used to improve the process for the next year.