Data Presentation Process

Goal :
The goal of the annual Data Presentation Process is to provide the data to be used in the Priority Setting and Resource Allocation Processes (PSRA). Information is presented in an organized and easy to understand way to ensure that decisions are based on data.

Objectives:
 In order to ensure that decisions are made on current data the following objectives must be met:

1. Data is available and consistent to all Planning Council members.
2. Present comprehensive data, based on multiple sources as identified in the Orlando Service Area (OSA) most current Integrated Plan
3. To help Planning Council members understand and interpret the data.

Previous Trainings:
1. Mini-training sessions will be conducted at the monthly Planning Council and Ryan White Community meetings. These sessions will provide an understanding of the data, why it is provided and how to use it.
2. The Annual Planning Council training will include training on the Priority Setting and Resource Allocation Processes.
3. Training(s) on using data to make decisions as well as understanding the PSRA processes shall occur during the year prior to the data presentation and PSRA processes as determined by the planning council.

Process:
1. **Pre-recorded sessions-** A portion of Data Presentation shall be pre-recorded and made available for all Planning Council Members to review prior to the Hybrid Data Presentation meeting. These sessions will be made available 5 days prior to the virtual Data Presentation meeting. Planning Council Members who are experiencing issues with the pre-recorded sessions must contact PCS 72 hours prior to ensure accommodations are made for them. During the hybrid Data Presentation meeting, a question and answers segment will be provided to ensure members have an opportunity to gain clarity on any content contained in the pre-recorded sessions.
2. **Hybrid Data Presentation Meeting-** The Data Presentation session will be conducted virtually in the month prior to the month in which the Ryan White HIV/AIDS Program (RWHAP) Part A application is due to ensure that all Planning Council members hear the exact same presentation, questions, answers and discussions. It will include all related HIV/AIDS epidemiology, utilization, resource, and special study data.
3. **Roll Calls** – Three (3) roll calls will be taken at the Data Presentation meeting: one at the beginning of the meeting, the second following the first break and the final one at the end of the data presentation. 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 bonafide emergency as approved by the Planning Council Chair if a member is present for at least 2 roll calls. We

encourage all PC members to attend and be part of the discussion and give pros and cons.

4. **Group Agreement-** this agreement shall be established by individuals in attendance at the beginning of the presentation. There shall be a reminder of the agreements made throughout the meeting.

5. **Data Presentation-** The purpose of the Data Presentation is to provide current and comprehensive data on HIV/AIDS epidemiology, Ryan White service utilization, needs assessment, available funding and resources, and barriers to care. The provided data will drive the Priority Setting and Resource Allocation Processes. Any questions concerning the data which cannot be answered during the data presentation will be recorded on a flip chart to be researched later. If an answer is found, it will be presented at the beginning of the Priority Setting meeting.

6. **Service categories-** A list of the established priorities for the current year will be provided as part of the Data Presentation.

7. **Discussion-** A summary of key data points will be included at the end of each section followed by 15-20 minute discussion of the data presented and what it means to the OSA by the Planning Council members, People with HIV (PWH), and community members for the purpose of Priority Setting and Resource Allocation.

8. **Evaluation of the process-** Surveys to evaluate each module of the Data Presentation will be distributed. Time will be allotted after each module for completion and collection of the surveys. Planning Council Members and Associate members shall be encouraged to complete the evaluation electronically.