Data Presentation Process

Goal :

The goal of the annual Data Presentation Process is to provide the data that will 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:

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. Training sessions will be conducted quarterly via an online platform and in person, separate from the regular Planning Council meeting schedule. These sessions will provide an understanding of the data, why it is provided, and how to use it.
2. At least one session of the quarterly Planning Council trainings will include training on the Priority Setting and Resource Allocation Processes.
3. Training(s) on using data to make decisions and understanding the PSRA processes shall occur during the year prior to the data presentation and PSRA processes as determined by the planning council.
4. Two training sessions will be held virtually, and the third will be in person in September. The September training is mandatory for all members.
5. The Membership & Engagement Committee will be responsible for creating the training agendas.

Training Attendance:

1. Members must attend the in-person training and at least one of the two virtual sessions to prepare for Data Presentation and PSRA. Members who do not attend the required trainings will not be eligible to submit motions or vote during PSRA.
2. For virtual trainings, members must be present for the majority of the training for their attendance to be counted. Planning Council Support (PCS) will reference the online attendance report to determine active participation. Members who attend less than 85% of the allotted training time will not be considered to have completed the training attendance requirements.
3. For the in-person training, two (2) roll calls will be taken: one at the beginning of the meeting and one at the end. Members who are not present for both roll calls will not be considered to have completed the training attendance requirements.
4. PCS will ensure that all new members who are appointed to the Council after a scheduled quarterly training are provided with a make-up training session prior to Data Presentation.
5. Exceptions will be made for a bona fide emergency as approved by the Planning Council Sr. Co-Chair and PCS.
6. PCS and the Membership & Engagement Committee will be responsible for tracking training attendance.

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 five (5) days prior to the virtual Data Presentation meeting. Planning Council Members who are experiencing issues with the pre-recorded sessions must contact PCS seventy-two (72) hours prior to ensure accommodations are made for them. During the hybrid Data Presentation meeting, a question and answer 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 lunch, 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 bona fide emergency as approved by the Planning Council Sr. Co-Chair if a member is present for at least two (2)roll calls (if the Sr. Co-Chair is not present for the required roll calls, then the Jr. Co-Chair will assess if an exception will be made). 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 data provided will drive the Priority Setting and Resource Allocation Processes. Any questions concerning the data that 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 a 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.