**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. 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 meetings. These sessions will provide an understanding of the data, why it is provided and how to use it.
2. The June Planning Council meeting will include training on the Priority Setting and Resource Allocation Processes.

**Process:**

1. A one day Data Presentation session will be conducted in August 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.
2. **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 (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 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.
3. **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.
4. **Service categories -** A list of the established priorities for the current year will be provided as part of the Data Presentation.
5. **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 EMA by the Planning Council members, PLWH/A, and community members for the purpose of Priority Setting and Resource Allocation.
6. **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.