



Central Florida HIV Planning Council (CFHPC)		
Bylaws Reference: Section 7.2.2		
Scope: Ryan White HIV/AIDS Program Part A & Part B		
Program procedure: CFHPC-POLICY-09		
Title:	<u>Ways to Best Meet Needs (Directives)</u>	Effective: 5/27/2015 Revised: 1/30/19, 10/25/23

Purpose:
 To provide a process by which the Ways to Best Meet Needs (Directives) may be developed as part of the Priority Setting and Resource Allocation Processes.

Policy:
 On an annual basis the Planning Council shall develop Ways to Best Meet Needs (Directives) for the Ryan White HIV/AIDS Program (RWHAP) Part A Recipient and the RWHAP Part B Lead Agency to follow in developing requirements for providers for use in procurement and contracting. This guidance shall address populations to be served, geographic areas to be targeted, and/or service models or strategies to be used.

- Procedure:**
1. A process for determining the Ways to Best Meet Needs shall be developed as part of the Annual Data Presentation, Priority Setting and Resource Allocation Processes.
 - a. The process shall be written and or updated by the Service Systems Planning & Quality (SSPQ) Committee
 - b. The draft process shall be forwarded to the Executive Committee for approval.
 - c. The Executive Committee shall forward the approved draft to the Planning Council for a 30 day review prior to the final approval by the Council.

 2. During the Annual Data Presentation Process, the Council shall review the available data including, but not limited to:
 - Epidemiological Profiles
 - Needs Assessment, including unmet needs and service gaps
 - Unmet Needs and Service Gaps and Barriers
 - Service Utilization and Expenditures



- Outcome Measurement and HIV Care Continuum Data
 - Early Identification of Individuals with HIV/AIDS (EIIHA)
 - Other Funding Sources and Alternate Resources
 - Trends and Events in the Health Care Arena
 - Provider Capacity & Capability
 - Resource Inventory
3. The directives shall be developed by the Planning Council after the approval of the approved slate of Priorities during the Priority Setting Process. The approved directives shall be provided to the Recipient as ways to best meet these priorities, including a description of populations to be served, geographic areas in which services are delivered or service models that shall be used to provide these services based on the data presented in the resource allocation and priority setting process.
- a. Directives shall be limited to service categories that are prioritized and subsequently funded.
 - b. Directives shall be limited to no more than four.
 - c. Directives shall not limit the procurement process.
 - d. Cost implications are to be factored in when crafting directives to the Recipient.
 - e. Planning Council shall be aware that outcomes cannot be guaranteed.
4. The Recipient and Lead Agency shall provide quarterly reports on the status of the directives to the SSPQ Committee.