Miami-Dade HIV/AIDS Partnership
2022 Needs Assessment
Setting Priorities and Allocating Resources Process

The annual Priority Setting and Resource Allocation needs assessment process is a series of Care and Treatment Committee meetings scheduled for June 2, July 7, August 4, and September 1. The results of the needs assessment process including Priorities and Allocations will be included in Ryan White Program updates report to HRSA due in the Fall. Representatives of the affected community, community stakeholders, and service providers are urged to attend and participate.

The meeting schedule will follow the nine-step process described below.

Step 1. Training on Responsibilities

The committee will be trained on the responsibilities regarding the needs assessment and how to use data.

Step 2. Process Review

The committee will discuss and agree on the foundation of the process, including:

- Procedures for community input at meetings; and
- Review and, if necessary, revise established principles for setting priorities and allocations (e.g., priority on the poorest, priority on the sickest, etc.).

The committee's decisions at any meeting during this process will be made available to all participants at subsequent meetings through minutes of the meetings which will be posted online.

Step 3. Community Input

The Committee may receive input in four ways:

1) Written or phone comments from members of the affected community will be accepted and provided to the committee during their last meeting.
2) Committee members and non-members in attendance will be encouraged to participate in discussion and consensus-building by offering relevant information and stating their opinions. This input will be given during discussions of service categories, either during the general discussion before a motion is made, or during the discussion of the motion. We will use a queue to ensure orderly discussion. A Partnership Staff Support person may serve as a parliamentarian to ensure that the scheduled business is completed and that all parties are heard from, as time permits.
3) Community Input results gathered as part of the Integrated Plan and as part of discussions regarding HIV and aging
4) Results of the client satisfaction survey.

Step 4. Data Review

Staff Support will provide an overview of HIV/AIDS epidemiology, Ryan White Program client demographics and service utilization, cost of services, unmet need and other data for Miami-Dade County ahead of the meetings, posting the information on the www.aidsnet,org web site, and will provide summaries at the time of the meeting when these data are discussed. Information will include, as available:

- A comparative profile of the 2019 vs 2020 HIV/AIDS Epidemiology for Miami-Dade County;
- Data on persons presenting for HIV testing, the proportion who are HIV+ and their linkage to Ryan White Program care;
- The number of clients and demographic composition of clients receiving services under the Ryan White Program in FY 31 (March 1, 2021 – February 28, 2022);
- Current cost and funding allocations for existing Ryan White Program services;
- FY 31 cost and funding allocations for services;
- Other funding streams that cover the same services as the Ryan White Program and the number of HIV-positive recipients;
- HIV Care Continuum data;
- Estimates of unmet need; and
- Other issues relating to specific services.

Procedures for examining services will include:

- Review of information pertaining to definition, cost and utilization of specific services at each meeting when services are discussed.
- Discussion and questions by committee members and others present to clarify and elicit additional information.

The committee will not make motions or take actions related to service priorities and funding allocations until after Step 4 has been completed.

Step 5. Service Categories

The committee will review and use needs assessment data as a basis for selecting service categories to be funded for the coming fiscal year. Currently funded service categories and demonstrated need will be reviewed to:

- Eliminate service categories for which no need is identified, focusing attention on the cost of the services and the impact that removing the services may have on the health of the affected community; and
- Identify and introduce new core and/or support service categories and seek to establish the basis of funding for these services, as needed.

Establishment of new categories must be based on data that demonstrate the extent of need and the lack of other funding sources or services to supply the area of need. ***Persons seeking to introduce new services are responsible for providing data on need and potential utilization: it***

will not be sufficient to assert that a particular service is needed without providing concrete data on the magnitude of that need among persons living with HIV/AIDS and the absence of non-Ryan White funding to support service provision for that need. Responsibility for providing data in support of proposed new services rests with the proposer. The committee will vote on the proposed new service(s) following presentation and review of the pertinent data.

Step 6. Priority Ranking

The Committee will review needs assessment data once more. The Committee will follow the below process for establishing priority rankings of service categories.

- Members will complete a survey ranking services in order of importance prior to the final meeting;
- Guests will complete a survey ranking services in order of importance prior to the final meeting;
- Staff will tally the surveys and post the compiled services ranking of committee members and guests at the last meeting;
- The committee and others present will review this ranking, and based on discussion, make adjustments if necessary;
- The committee will come to a consensus on the final rank order of priorities, and will adopt them by formal motion.

Step 7. Directives

After full consideration of relevant data reviewed during the needs assessment process, the committee may direct the Recipient to address unmet (or under-delivered) service priorities and to address other issues defined during the process. These may, among other things, address access issues to services for special populations or special geographic areas.

Step 8. Allocation of Funds

The Committee will use the service priorities, established principles, and needs assessment data to allocate funds for Fiscal Year 33 (2023-2024), generating a flat funding budget using the current grant award and a prospective resource allocation budget using the grant ceiling total.

Conflicts of Interest

Care and Treatment Committee members who work for subrecipients ("providers") currently funded by the Ryan White Program may vote on funding recommendations affecting a service category in which their employers provide services under Ryan White, as long as the member's employer is not the sole subrecipient ("provider") in that service category. Members who are "conflicted" in this way must declare their conflicted status during the meeting prior to discussion and vote of the service category. The conflicted member will then leave the meeting and he or she will be contacted by staff to rejoin the meeting once the conflicted vote is concluded. They will be emailed Form 8B which will be completed and return to staff within 48 hours after the conclusion of the meeting. Copies of completed Form 8Bs will be included with the minutes of the meeting.

Step 9. Determination of Final Priorities and Allocations

The final priorities and allocations for Fiscal Year 33 (2023-2024), as determined by the Care and Treatment Committee, will be presented to the full Partnership for approval.