Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
An Advisory Board of the Broward County Board of County Commissioners
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / www.BRHPC.org

MEETING AGENDA

Committee: Priority Setting & Resource Allocation (PSRA)
Date/Time: Thursday, March 21, 2019, 9:00 a.m.
Location: Governmental Center Room A-337
Chair: Lorenzo Robertson **Vice Chair:** Marie Hayes

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 3/21/19 Agenda and 2/21/19 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
   a. Monthly Expenditures/Utilization Report- by service category
4. **UNFINISHED BUSINESS**
   a. FY2018 Work Plan/Evaluation (Handouts A-B) - Discuss progress toward FY18 committee goals, complete Committee evaluations, determine FY19 goals, and approve WP.
   b. Service Category Review (Handouts C-D) - Review eligibility and scope of services for service categories.
5. **MEETING ACTIVITIES**

Goal/Work Plan Objective #:	*Accomplishments*
PSRA Process (Handout E)	ACTION ITEM: Discuss and approve FY 2019-20 PSRA Timeline.
FY2019 Assessment of the Administrative Mechanism (Handout F-G)	ACTION ITEM: Review and approve FY19 Assessment of Administrative Mechanism FY19 methodology and survey.

6. **RECIPIENT REPORTS**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING:** April 18, 2019 **Time: 9:30 a.m. Venue: Secret Woods**

Goal/Work Plan Objective #:	*Accomplishments*
PSRA Process	ACTION ITEM: Review and sign FY19 Member Agreement.
Part A Eligibility for Service Categories	ACTION ITEM: Review scope of service, comparable EMA eligibility, and previous utilization of services for service categories.
2017 Epidemiological Data Presentation	ACTION ITEM: Receive a presentation of 2017 Broward EMA data.

9. **ANNOUNCEMENTS**
10. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE PRINCIPLES IDEAS OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

• Linkage to Care • Retention in Care • Viral Load Suppression •

MEETING MINUTES

Committee: Priority Setting & Resource Allocation (PSRA)
Date/Time: Thursday, February 21, 2019 9:00 a.m.
Location: Government Center A-337
Chair: Lorenzo Robertson **Vice Chair:** Marie Hayes

ATTENDANCE				
#	**Members**	**Present**	**Absent**	**Guests**
1	Barnes, B.	**X**		Mester, B.
2	Fortune-Evans, B.	**X**		Guerrier, G.
3	Grant, C.	**X**		Rodriguez, J.
4	Hayes, M., *Vice Chair*	**X**		Caraballo, J.
5	Katz, H. B.	**X**		Burger, R.
6	Lopes, R.	**X**		Carter, J.
7	Moreno, V.	**X**		Cook, S.
8	Robertson, L., *Chair*	**X**		Dennis, B.
9	Schickowski, K.	**X**		Beltran, G.
10	Schweizer, M.	**X**		Walker, R.
11	Siclari, R.		**A**	Agbodzakey, J.
				Rodriguez, J.
				HIVPC Staff
				Jolly, J.
				Oratien, V.
				Johnson, B.
Quorum = 7				**Grantee Staff**
				Jones, L.
				Robinson, J.
				Meeks, A.
				Drummond, K.
				Garcia, E.

1. CALL TO ORDER:

The PSRA Chair called the meeting to order at 9:07 a.m. The Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. Chairs, committee members, guests, Grantee staff and HIVPC staff self-introductions were made.

2. APPROVALS:

Motion #1: To approve 2/21/2019 meeting agenda.
Proposed by: Barnes, B. **Seconded by:** Schickowski, K.
Action: Passed Unanimously

Motion #2: To approve the meeting minutes of 1/17/2019.
Proposed by: Lopes, R. **Seconded by:** Moreno, V.
Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

Monthly Expenditure/Utilization Report: The Fiscal Administrator reviewed the expenditures and utilization through 11 months of service. At this point in the fiscal year, Part A service categories have expended 88% of their funding, and the Recipient's Office expects to expend the remainder of available funds by the end of the fiscal year. MAI funds have been 83% utilized, and remaining funds will be carried over into the next fiscal year's funding.

The Recipient noted that the full grant award was received for the upcoming fiscal year. There was a significant increase in supplemental funding but decreases in MAI and formula-based funding. One factor not considered in formula-based funding is in-migration. Those cases diagnosed in other EMAs are not counted toward Broward's number of PLWH. Because of this, Broward is not receiving funding for 30% of its positive residents. The majority of in-migrants come from Miami-Dade County, New York, and Pennsylvania. The Recipient also stated that allocations have not changed significantly from the previous fiscal year. Most funding went to OAMC.

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES

Service Category Review: After reviewing the current expenditures, the Committee discussed cost savings strategies for the Ryan White Part A Program (Handout A on file). Members reviewed the current number of clients utilizing each service and the impact of changes to each service's FPL.

After much discussion, the Committee requested more information regarding the BSS and CIED service categories before making a decision on how to proceed. Members planned to make changes that create the least possible disruption of services for those clients who would be affected by changes. The Committee requested more information for each service category including scope of services to make a more informed decision. The PSRA Committee also decided to fold this service category review into the upcoming PSRA process. No final decisions came from this discussion regarding the BSS and CIED service categories, but they will be reviewed again at the next PSRA meeting.

ACTION ITEM: Review BSS and CIED service category eligibility including scope of services to clarify what the services provided to clients through this category.

6. RECIPIENT REPORT

The Recipient expects work on the eligibility portal to be completed in 3 months. The County will review the portal before it will be ready. Additionally, the Recipient's Office is working with the FDOH-BC to open data sharing. The Oral Health fee schedule is being modified and a letter has been sent to OH providers in advance of any changes.

7. PUBLIC COMMENT

Dr. James Agbodzakey is studying the relationship between HIVPC and its leadership. He asked that members and guests complete his survey.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: February 21, 2019 **Time:** 9:00 a.m. **Venue:** A-337

Goal/Work Plan Objective #:	*Accomplishments*
Service Category Review	ACTION ITEM: Review eligibility and scope of services for BSS and CIED.
Work Plan	ACTION ITEM: Review FY19-20 work plan.

9. ANNOUNCEMENTS

- Legal Aide has a new unit serving victims of crime (VOCA). It is not specific to Ryan White and there is no income guideline. The unit specializes in assisting victims of crime—especially of violent crimes. They can assist with injunctions, garnishments, and other services.
- Poverello received a grant from the United Way to provide clients with emergency aide. This would be a one-time assistance. There is no income-level restriction, but the client must be HIV+. There is a lot of required documentation, but the grant allows assistance with rent.

10. ADJOURNMENT

The meeting was adjourned at 11:06 a.m.

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PSRA Attendance CY2019

Consumer	PLWHA	Absences	Count	Meeting Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date	17												
0	1	0	**1**	Barnes, B.	X												
0	0	0	**2**	Fortune-Evans, B.	X												
0	0	0	**3**	Grant, C.	E												
0	0	0	**4**	Hayes, M. *V Chair*	X												
1	1	0	**5**	Katz, H.B.	X												
0	0	0	**6**	Lopes, R.	X												
0	0	0	**7**	Moreno, V.	X												
1	1	0	**8**	Robertson, L. *Chair*	X												
0	0	0	**9**	Schickowski, K.	X												
0	0	0	**10**	Schweizer, M.	X												
0	0	0	**12**	Siclari, R.	X												
				Quorum = 7	10	0	0	0	0	0	0	0	0	0	0	0	

Legend:

X - present	**N - newly appointed**
A - absent	**Z - resigned**
E - excused	**C - cancelled**
NQA - no quorum absent	**W - warning letter**
NQX - no quorum present	**Z - resigned**
	R - removal letter

HANDOUT A

FY 2018-19 Priority Setting/Resource Allocations Committee Work Plan

The work plan is intended to help guide the work of the committee and to assist the Priority Setting/Resource Allocations Committee in achieving its objectives in the coming year. For each activity, the time period of activity is highlighted in blue and the completion date is noted with an "X".

GOAL: Develop integrated PSRA process using data with input from stakeholders and consumer forums

Objective 1: Plan, prioritize, allocate and monitor available resources and expenditures

Activities	Frequency	Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1.1 Review data relevant to the PSRA process (including recommendations from QM, SOC, and CEC)	Ongoing	Staff/PSRA	Data driven PSRA process	a. PSRA Service Category Scorecards (utilization, expenditures, etc.) b. Community input (through focus groups, CEC rankings and community forums, Integrated Committee forums, etc.) c. Epidemiology (including incidence, prevalence, co-morbidities, etc.) d. Unmet Need e. EIIHA f. Implementation Plan g. Cost data (other funders) h. QM Care Continuum measures i. NHAS j. Anticipated changes due to the ACA				X							X	
1.2 Review How Best to Meet the Need language recommendations	Annually	PSRA/SOC	Data driven PSRA process	Review and update How Best to Meet the Need language recommendations from SOC committee.					X							
1.3 Priority rank Part A and MAI service categories	Annually	PSRA/CEC	Complete PSRA process	Use data elementsto informpriority rankingprocess.			X									
1.4 Allocate Part A and MAI funds by service	Annually	PSRA	Complete PSRA process	Allocate PartA and MAIfunds basedonpriorityranking process.				X								
1.5 Monitor expenditures and allocations	Bi-Annually	PSRA/ Grantee	Appropriate funding	Recommend reallocations ("Sweeps") to ensure sufficient core funding and the distribution of additional funds.							X				X	
1.6 Review and approve FY2019 PSRA Work Plan	Annually	PSRA	Process Planning													X

Objective 2: Establish a seamless system between testing and care and treatment to facilitate access and ensure linkage and retention (Integrated Plan Strategy 2.1.a)

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
2.1 Develop targeted strategies and interventions for vulnerable populations who may not seek care or who may have fallen out of care **(YEAR 1-2)**	As Needed/ Recommended	PSRA	Increase access to care and improve health outcomes	Review recommendations from QMC, Integrated Work Group, SOC Committee and other relevant data sources to identify and develop strategies to address the needs of clients who may not seek care or who have fallen out of care. Implement identified strategies for MAI funded services in the EMA through Service Delivery Models, programs, interventions, enhanced service categories, and/or HBTMTN												

Objective 3: Assess the Administrative Mechanism

Activities		Responsible Party	Outcomes	Action Items/Data Prep	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
3.1 Assessment of the Administrative Mechanism training	Annually	Staff/PSRA	Ensure compliance	Receive training to review the required components and purpose of the assessment.								X				
3.2 Assessment of the Administrative Mechanism	Annually	PSRA	Ensure compliance	Make recommendations for activities to include in the assessment of the Administrative Mechanism.								X				

1.) FY2019-2020 PSRA Process

	Not Effective				Very Effective
How effective was the FY2019 PSRA Process?	1	2	3	4	5

What tools could have helped make the PSRA process more efficient?

_____

_____

_____

2.) Decision Making Process

	Not Well				Very Well
How well did members utilize data to make informed decisions?	1	2	3	4	5

What improvements can be made with the data presentation/review process; how can members be better informed?

_____

_____

_____

3.) Meeting Effectiveness

	Not Useful				Very Useful
How useful were the agenda, reports and next steps in achieving the workplan goals?	1	2	3	4	5

What are 2 ways to improve the meeting materials to achieve the goals of the PSRA?

_____

_____

_____

4.) Committee Member Participation

	Not Well				Very Well
How well prepared were the committee members?	1	2	3	4	5

What can be done in the future to improve meeting preparedness & participation from members to guests?

_____

_____

_____

5.) Goals

What are some FY2019 PSRA goals?

_____

_____

_____

HANDOUT C

FY 2017-2018 Scorecard: Part A Overall

Year	Total Clients	% Change	# New	% New
2017	8,485	**4.21%**		
2016	8,142			

Ryan White Part A & MAI Providers

Type	Part A	MAI
Number	5	0

Proposed Eligibility ≤200% FPL

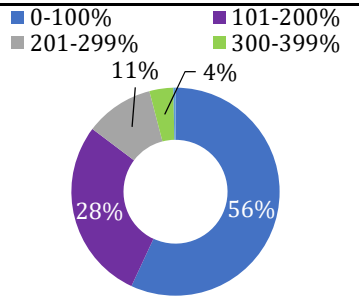
Clients	AVG $/Client	Savings
1222	$1,506.58	$1,841,040.76

FPL*	#	%
0-100%	4,734	55.8%
101-200%	2,356	27.8%
201-299%	886	10.4%
300-399%	336	4.0%
400% & over	0	0.0%

Proposed Eligibility ≤300% FPL

Clients	AVG $/Client	Savings
336	$1,506.58	$506,210.88

FPL



FY 2017-2018 Scorecard: Benefits Support Services

ELIGIBILITY: ≤300%

Year	Total Clients
2017	719

Ryan White Part A & MAI Providers

Type	Part A	MAI
Number	1	0

Proposed Eligibility ≤200% FPL

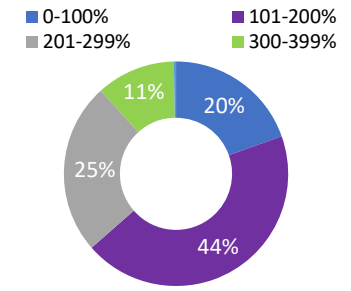
Clients	AVG $/Client	Savings
262	$110.02	$28,825.24

FPL*	#	%
0-100%	141	19.6%
101-200%	316	43.9%
201-299%	178	24.8%
300-399%	84	11.7%
400% & over	0	0.0%

Proposed Eligibility <300% FPL

Clients	AVG $/Client	Savings
84	$110.02	$9,241.68

FPL



FY 2017-2018 Scorecard: CIED

ELIGIBILITY:HIV+, Resident,≤ 400%

Year	Total Clients	% Change	# New	% New
2017	8,347	**3.39%**	1,089	**13.0%**
2016	8,073		1,279	15.8%

Ryan White Part A & MAI Providers

Type	Part A	MAI
Number	1	1

Proposed Eligibility ≤200% FPL

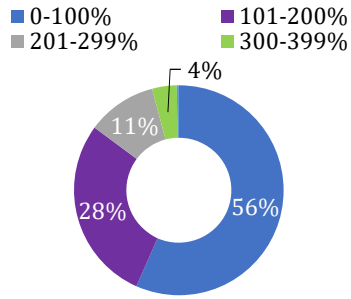
Clients	AVG $/Client	Savings
1216	$67.15	$81,654.40

FPL*	#	%
0-100%	4,641	55.6%
101-200%	2,340	28.0%
201-299%	881	10.6%
300-399%	335	3.7%
400% & over	0	0.3%

Proposed Eligibility ≤300% FPL

Clients	AVG $/Client	Savings
335	$67.15	$22,495.25

FPL



HANDOUT C

FY 2017-2018 Scorecard: Case Management

ELIGIBILITY≤ 400%

Year	Total Clients	% Change	# New	% New
2017	2,229	**-12.69%**	546	**24.5%**
2016	2,553		549	21.5%

Ryan White Part A & MAI Providers

Type	Part A	MAI
Number	7	0

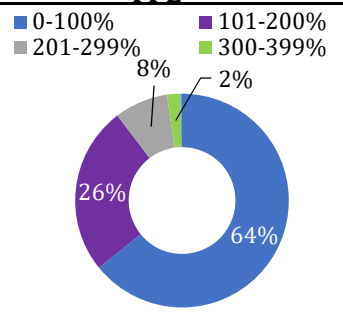
FPL*	#	%
0-100%	1,425	63.9%
101-200%	567	25.4%
201-299%	180	8.1%
300-399%	50	2.2%
400% & over	0	0.0%

Proposed Eligibility ≤200% FPL

Clients	AVG $/Client	Savings
230	$511.73	$117,697.90

Proposed Eligibility ≤300% FPL

Clients	AVG $/Client	Savings
50	$511.73	$25,586.50



FY 2017-2018 Scorecard: Disease Case Management

ELIGIBILITY≤ 400%

Year	Total Clients	% Change	# New	% New
2017	1,011	**31.30%**	218	**21.6%**
2016	770		158	20.5%

Ryan White Part A & MAI Providers

Type	Part A	MAI
Number	5	1

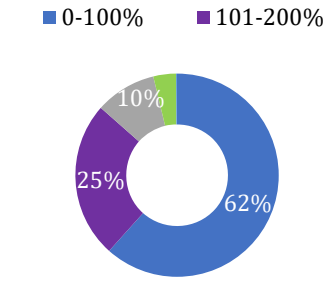
FPL*	#	%
0-100%	622	61.5%
101-200%	251	24.8%
201-299%	98	9.7%
300-399%	38	3.8%
400% & over	0	0.0%

Proposed Eligibility ≤200% FPL

Clients	AVG $/Client	Savings
136	$450.84	$61,314.24

Proposed Eligibility ≤300% FPL

Clients	AVG $/Client	Savings
38	$450.84	$17,131.92



HANDOUT C

FY 2017-2018 Scorecard: Food Bank/Voucher

ELIGIBILITY:≤300% FPL, Emergency: 251-300%

Year	Total Clients	% Change	# New	% New
2017	2,651	**5.74%**	541	**20.4%**
2016	2,507		471	18.8%

Ryan White Part A & MAI Providers

Type	Part A	MAI
Number	1	0

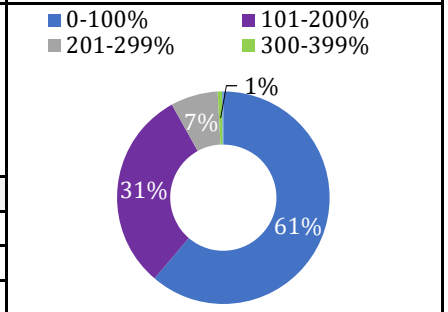
FPL*	#	%
0-100%	1,622	61.2%
101-200%	814	30.7%
201-299%	190	7.2%
300-399%	23	0.9%
400% & over	0	0.0%

Proposed Eligibility ≤200% FPL

Clients	AVG $/Client	Savings
213	$294.40	$62,707.20

Proposed Eligibility <300% FPL

Clients	AVG $/Client	Savings
23	$294.40	$6,771.20



FY 2017-2018 Scorecard: Legal Services

ELIGIBILITY:Proof of Income, ≤300% FPL

Year	Total Clients	% Change	# New	% New
2017	147	**-9.82%**	53	**36.1%**
2016	163		84	51.5%

Ryan White Part A & MAI Providers

Type	Part A	MAI
Number	1	0

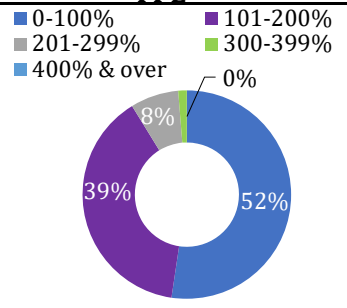
FPL*	#	%
0-100%	77	52.4%
101-200%	57	38.8%
201-299%	11	7.5%
300-399%	2	1.4%
400% & over	0	0.0%

Proposed Eligibility ≤200% FPL

Clients	AVG $/Client	Savings
13	$45.80	$595.40

Proposed Eligibility <300% FPL

Clients	AVG $/Client	Savings
2	$45.80	$91.60



HANDOUT C

FY 2017-2018 Scorecard: Mental Health — ELIGIBILITY≤300% FPL

Year	Total Clients	% Change	# New	% New
2017	334	**-2.62%**	127	**38.0%**
2016	343		90	26.2%

Ryan White Part A & MAI Providers

Type	Part A	MAI
Number	4	1

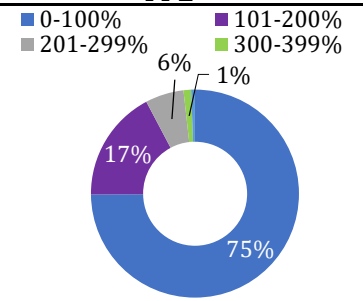
FPL*	#	%
0-100%	250	74.9%
101-200%	58	17.4%
201-299%	20	6.0%
300-399%	6	1.8%
400% & over	0	0.0%

Proposed Eligibility ≤200% FPL

Clients	AVG $/Client	Savings
26	$1,103.10	$28,680.60

Proposed Eligibility <300% FPL

Clients	AVG $/Client	Savings
6	$1,103.10	$6,618.60



FY 2017-2018 Scorecard: Integrated Primary Care & Behavioral Health (IPCBH) — ELIGIBILITY: ≤400% FPL

Year	Total Clients	% Change	# New	% New
2017	3,603	**3.71%**	1,044	**29.0%**
2016	3,474		843	24.3%

Ryan White Part A & MAI Providers

Type	Part A	MAI
Number	5	1

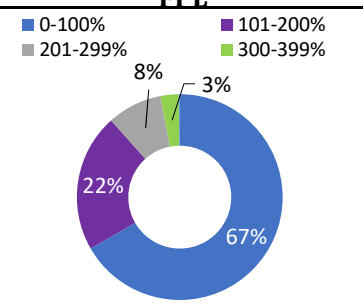
FPL*	#	%
0-100%	2,377	66.0%
101-200%	774	21.5%
201-299%	307	8.5%
300-399%	107	3.0%
400% & over	0	0.0%

Proposed Eligibility ≤200% FPL

Clients	AVG $/Client	Savings
414	$1,486.27	$615,315.78

Proposed Eligibility ≤300% FPL

Clients	AVG $/Client	Savings
107	$1,486.27	$159,030.89



FY 2017-2018 Scorecard: Oral Health Care — ELIGIBILITY≤400% FPL

Year	Total Clients	% Change	# New	% New
2017	2,961	**5.79%**	801	**27.1%**
2016	2,799		558	19.9%

Ryan White Part A & MAI Providers

Type	Part A	MAI
Number	5	0

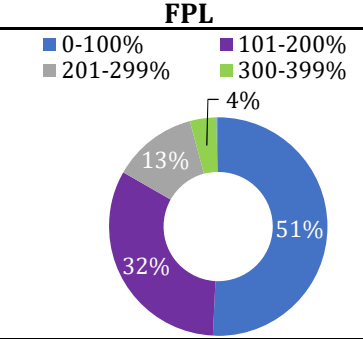
FPL*	#	%
0-100%	1,503	50.8%
101-200%	962	32.5%
201-299%	373	12.6%
300-399%	123	3.9%
400% & over	0	0.3%

Proposed Eligibility ≤200% FPL

Clients	AVG $/Client	Savings
291	$789.21	$229,660.11

Proposed Eligibility ≤300% FPL

Clients	AVG $/Client	Savings
123	$789.21	$97,072.83



HANDOUT C

FY 2017-2018 Scorecard: Pharmacy — ELIGIBILITY≤400%

Year	Total Clients	% Change	# New	% New
2017	2,707	**-3.67%**	687	**25.4%**
2016	2,810		659	23.5%

FPL*	#	%
0-100%	1,810	66.9%
101-200%	589	21.8%
201-299%	215	7.9%
300-399%	76	2.8%
400% & over	0	0.0%

Ryan White Part A & MAI Providers

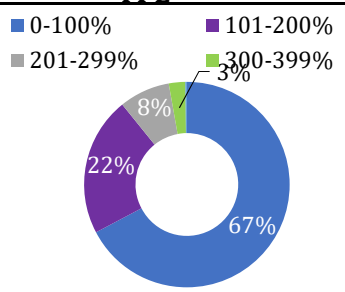
Type	Part A	MAI
Number	3	0

Proposed Eligibility ≤200% FPL

Clients	AVG $/Client	Savings
291	$242.08	$70,445.28

Proposed Eligibility ≤300% FPL

Clients	AVG $/Client	Savings
76	$242.08	$18,398.08



FY 2017-2018 Scorecard: Substance Abuse — ELIGIBILITY≤300% FPL

Year	Total Clients	% Change	# New	% New
2017	103	**-8.85%**	35	**34.0%**
2016	113		46	40.7%

FPL*	#	%
0-100%	91	88.3%
101-200%	10	9.7%
201-299%	2	1.9%
300-399%	0	0.0%
400% & over	0	0.0%

Ryan White Part A & MAI Providers

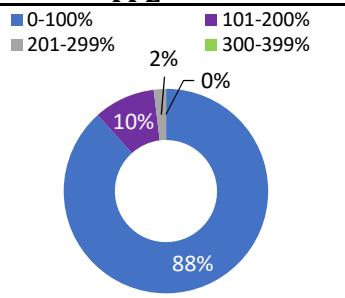
Type	Part A	MAI
Number	1	1

Proposed Eligibility ≤200% FPL

Clients	AVG $/Client	Savings
2	$2,315.62	$4,631.24

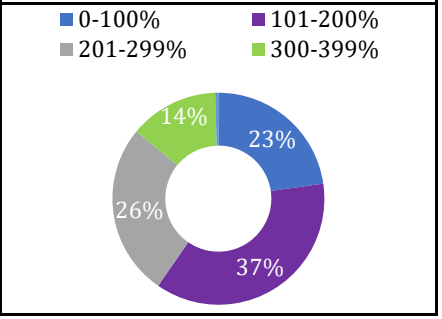
Proposed Eligibility <300% FPL

Clients	AVG $/Client	Savings
0	$2,315.62	$0.00



HANDOUT C

FY 2017-2018 Scorecard: HICP					ELIGIBILITY:Proof of Income ≤400% FPL			
Year	Total Clients	% Change	# New	% New	FPL*	#	%	FPL
2017	612	**20.71%**	16	**2.6%**	0-100%	139	22.7%	
2016	507		34		101-200%	226	36.9%	
Ryan White Part A & MAI Providers					201-299%	161	26.3%	
Type	Part A		MAI		300-399%	86	14.1%	
Number	1		0		400% & over	0	0.0%	
Proposed Eligibility ≤200% FPL					Proposed Eligibility ≤300% FPL			
	Clients	AVG $/Client	Savings		Clients	AVG $/Client	Savings	
	247	$1,241.83	$306,732.01		86	$1,241.83	$106,797.38	



HANDOUT E

Timeline for Priority Setting and Resource Allocation

DATE	TASK	ACTION ITEM
Thursday, March 21st, 2019 9:00 P.M. to 11:00 A.M. Ryan White Part A Program Office – Room A-337	**Establish PSRA Process**: Review purpose of PSRA, PSRA timeline with overview of data, and PSRA Committee Member Manual	Review the PSRA guidelines and timeline and the Service Category definitions. **Vote to Approve:** Establish PSRA Process
Thursday, April 18th, 2019 **9:30 A.M. to 11:30 A.M.** **Secret Woods – Julia Hall**	**Establish PSRA Process**: Review PSRA Committee Member Manual **Review Part A Eligibility for service categories** including data relating to: • Scope of service • Comparable EMA eligibility • Previous year's utilization of services **2017 Epidemiological Data Presentation** (Part 10 slides) focused on: • Trends in new infections • Current and emerging priority populations • Changes in demographics of the EMA's HIV/AIDS cases **Wrap-up, Take Aways, and Recommendations**	Sign PSRA Committee Member Manual Informational Informational
*Thursday, May 16th, 2019 9:00 A.M. to 1:00 P.M. Ryan White Part A Program Office – Room A-337	**Review Part A Eligibility for service categories** including data relating to: • Scope of service • Comparable EMA eligibility • Previous year's utilization of services **Discuss Cost Containment Strategies (HBTMTN):** • Best practices • Service limitations/caps • Cost sharing **Wrap-up, Take Aways, and Recommendations**	Informational Informational
*Thursday, June 20th, 2019 9:00 A.M. to 1:00 P.M. Ryan White Part A Program Office – Room A-337	**Ryan White Funder and Stakeholder Presentations** including data related to: • Client utilization • Budget	

Timeline for Priority Setting and Resource Allocation

	• Provided services • Notable trends • Recommendations for Part A **Needs Assessment/Community Input**: Discussion of community needs and feedback from needs assessment activities. **Wrap-up, Take Aways, and Recommendations** **Priority Setting:** Rank Part A services based on community need, funder recommendations, and data presentations.	**Vote to Approve:** Ranking of Service Categories
*Thursday, July 18th, 2019 9:00 A.M. to 1:00 P.M. Ryan White Part A Program Office – Room A-337	**Part A Client Health Outcomes Presentation:** Analysis of Part A client health outcomes including: • Viral Load Suppression • Retention in Care • Variations by gender, race/ethnicity, service category **Part A Service Category Presentations (scorecards):** Analysis of Part A Program by service category including: • Service components • Allocations and expenditures • Client utilization • HIV Care Continuum **Data Presentation Wrap-Up and Final Discussion:** Final discussion on data presentations, key findings, service gaps and barriers, community needs, etc. **Resource Allocations:** Determine funding based on FY2017 expenditures, FY 2019 projections, factors to consider, and funder presentations.	Informational Informational **Vote to Approve:** Allocations for Service Categories

2018-2019 Assessment Methodology

Methodology

The methodology for the FY 2018-2019 assessment of the administrative mechanism for the Broward/Fort Lauderdale EMA was developed based on research conducted by PCS staff on best practices and the methodologies used in other EMAs and TGAs across the country. The Priority Setting/Resource Allocations (PSRA) Committee of the Broward/Fort Lauderdale EMA HIV Health Services Planning Council (HIVPC) has the responsibility of ensuring that an Assessment of the Administrative Mechanism is completed each year. Planning Council Support Staff (PCS) works with the committee to review survey responses and develop or modify the surveys that will be provided to the Part A Recipient and HIVPC

Timeline

Planning Council Support Staff works with the PSRA committee to review survey responses and develop or modify the surveys that will be provided to the Part A Recipient and HIVPC Members as well as the timeline for evaluation.

Activity	*Proposed Date*
HIVPC and Recipient Surveys approved by PSRA and Executive Committees.	March 2019
Surveys Distributed to HIVPC and Recipient Staff.	March 28, 2019
Deadline to return surveys.	April 3, 2019
Assessment of the Administrative Mechanism Report due to PSRA and HIVPC.	August 15 & 22, 2019
PSRA to review report for any glaring issues. Survey developed to obtain quarterly updates on glaring issues, if needed.	August 15, 2019
Quarterly update survey distributed, if needed.	November 1, 2019 February 1, 2020
Deadline to return quarterly update surveys, if needed.	November 15, 2019 February 15, 2020
Quarterly update report due.	November 29, 2017 February 28, 2018

Data Collection Process

PCS will utilize the following process to complete the stated scope of work, divided into three components:

i. Documentation Review/Analysis
ii. Survey Distribution/Analysis
iii. Production of Draft and Final Reports

2018-2019 Assessment Methodology

Documentation Review/Analysis

Documentation requests for deeper analysis, as appropriate, represent three (3) key areas: (1) Grant Award Documentation; (2) Allocation/Reallocation information; (3) Recipient's monthly Service Provider tracking of invoices received, processed, and funding issued.

The list of additional documents reviewed exhibits the comprehensiveness of the analysis and the efficiency of tracking and processing monthly invoices:

- Notice of Grant Award
- Detailed Spreadsheets for Ryan White Part A Provider invoices for FY18
- Monthly expenditure reports for Ryan White Part A
- 2018 Final Allocations
- 2018 Reallocation Itemization per service provider per category
- 2018 Unallocated Funds Report

Data Collection/Analysis

The primary data collection method involved the utilization of an electronic surveying methodology. PCS staff developed a survey and timeline for pre-approval by the PSRA and Executive Committees prior to implementation. The surveys are as follows:

1. A survey for the HIVPC
2. A survey for the Recipient

Note: See attachments for master copies of all monitoring tools.

The HIVPC survey is brief and focused on communication between the HIVPC and Recipient regarding the allocation of funds, reallocation of funds, and HRSA policies which can affect funding. The Recipient survey includes questions regarding notification of award, executed contract dates, average reimbursement time, and communication and technical assistance.

The proposed survey distribution timeline includes electronic remote feedback at the HIVPC meeting in March as well as follow up online (SurveyGizmo)/paper surveying through April 3, 2019. The Recipient surveys are provided via email and/or accessed through SurveyGizmo. PCS staff will collect and analyze survey responses to develop a comprehensive report.

1. Your Name: _____

Section 1: Planning

2. Community needs were evaluated on an ongoing basis effectively:

	Strongly Disagree
	Disagree
	Agree
	Strongly Agree
Comments:	

3. I was given enough notice of HIVPC planned activities and meetings:

	Strongly Disagree
	Disagree
	Agree
	Strongly Agree
Comments:	

4. In terms of structure and process, the Ryan White Part A HIVPC is effective as a planning body:

	Strongly Disagree
	Disagree
	Agree
	Strongly Agree
Comments:	

5. I have been given enough training/education to understand the structure and process of the Ryan White Part A HIVPC:

	Strongly Disagree
	Disagree
	Agree
	Strongly Agree
Comments:	

Section 2: Priority Setting/Resource Allocation

6. The Recipient's Office followed the HIVPC's recommendations for service priorities, resource allocations and reallocations ("Sweeps"):

	Strongly Disagree
	Disagree
	Agree
	Strongly Agree
Comments:	

7. The Recipient's Office followed the HIVPC's recommendations for How Best to Meet the Need:

	Strongly Disagree
	Disagree
	Agree
	Strongly Agree
Comments:	

8. The Recipient Staff provided utilization and expenditure reports to the HIVPC and appropriate committees on a regular basis:

	Strongly Disagree
	Disagree
	Agree
	Strongly Agree
Comments:	

9. The Recipient's Office has responded to questions and requests for information about allocations, reallocations, and expenditures in FY2018-2019:

	Strongly Disagree
	Disagree
	Agree
	Strongly Agree
Comments:	

10. The Recipient Staff clearly communicated the reallocation process to the HIVPC and appropriate committees:

	Strongly Disagree
	Disagree
	Agree
	Strongly Agree
Comments:	

Section 3: Overall Assessment

11.In terms of structure and process, the Ryan White Part A Grantee effectively supported the goals of the HIVPC as an administrative agent:

	Strongly Disagree
	Disagree
	Agree
	Strongly Agree
Comments:	