Priority Setting and Resource Allocation

Process of the Austin Area Comprehensive HIV Planning Council for FY2019

The Planning Council is responsible for setting priorities among service categories, allocating funds to those service categories, and providing directives to the Grantee [HRAU] on how best to meet these priorities.

Priority Setting

The Planning Council carries out the priority setting and resource allocation (PSRA) by the deadline agreed upon with the Grantee, which is based on the Part A grant schedule and expected application deadline. The process is data-driven and meets Federal guidelines and sound practices with regard to service categories, allocation of funds to core medical versus support services, directives, and the decision-making process.

1. **Step 1:** Identify data elements needed to prioritize service categories
The grantee will provide the Planning Council with mutually agreed upon data and materials for use in priority setting and resource allocation.

2. **Step 2:** Review Priority Setting Tool to ensure tool aligns with identified data needs
   a. Adjust tool as necessary
      i. Criteria factors (columns)
      ii. Weights of criteria factors
3. **Step 3: Vote** on PSRA process- Allocations Committee
4. **Step 4: Vote** on PSRA- Planning Council
5. **Step 5:** Review data for each criteria factor of the priority setting tool
6. **Step 6:** Utilize tool to prioritize service categories
7. **Step 7: Vote** on final service category priorities- Allocations Committee
8. **Step 8: Vote** on final service category priorities- Planning Council

Resource Allocation

1. **Step 1:** Review allocations data
   Data that informs the allocation plan:
   a. Results of priority setting process
   b. Available funding data such as:
      i. Payer of last resort
      ii. Cost/client, Cost/unit service
      iii. Expenditure trends over time
The grantee will provide the Planning Council with mutually agreed upon data and materials for use in priority setting and resource allocation.

   c. Amount of funding available- Planning Council will determine the total amount of funding for service categories that will be applied for, within the guidance of the FY19 Notice of Funding Opportunity.
      i. If this is more than the amount applied for in FY18, the Planning Council will determine how to allocate the increase

> **Commented [SL1]:** Recommend adding clarifying language.

2. **Step 2:** Allocations Committee will develop a draft allocation plan
    a. Allocations Committee will draft an allocation plan, **including exact dollar amounts** for each service category. For each service category, the Allocations Committee will decide on one of the following options:
        i. Increase, decrease, or flat funding of each service category from previous year
        ii. Stop funding a service category
        iii. Start funding a new service category
    b. Determine Increase/Decrease Plan

The Planning Council provides the Grantee with spending scenarios to account for possible funding levels for the next fiscal year.

3. **Step 2: Vote** on Final Allocations Plan and Increase/Decrease Plan- Allocations Committee
4. **Step 3: Vote** on Final Allocations Plan and Increase/Decrease Plan- Planning Council
5. **Step 4:** Implementation by the HRAU

The Grantee implements the funding scenarios and service guidance as approved by the Planning Council and reports to the Planning Council on their implementation.

<u>Vote</u> on this document as the official PSRA process of the Austin Area Comprehensive HIV Planning Council for FY2019.

* Italicized text is from the Memorandum of Understanding between the HIV Resources Administration Unit and the Austin Area Comprehensive HIV Planning Council, in place as of August 2015.

Commented [SL2]: Citing MOU between HIV Planning Council and Administrative Agent