![Minnesota Council for HIV/AIDS Care and Prevention logo]

Minnesota Council for HIV/AIDS Care and Prevention
2024 Prioritization Worksheet Instructions
Core Medical Services and Support Services

Overview

The council has identified the list of service areas that will be eligible for prioritization for allocations in this two-year cycle. Each council member will have the opportunity to prioritize these service areas.

Refer to the Minnesota Ryan White HIV/AIDS Program data dashboard for utilization data on each currently funded Ryan White HIV/AIDS Program service area. In addition to the data dashboard, you have received information to help you make data-based priority setting and allocation decisions. Refer to documents posted on the council's website and https://www.mnhivcouncil.org/psra.html.

Decisions made in the priority setting process must:
1. Contribute to parity in access to care for all people with HIV in Minnesota and the 13-county TGA.
2. Consider the needs of specific priority populations, including disproportionately affected and traditionally underserved groups.
3. Help reduce the proportion of people who know their status but are not in care.
4. Contribute to an improvement in HIV care continuum performance for all Ryan White HIV/AIDS Program clients and eliminate or reduce disparities along the HIV care continuum
5. Be data-based, with greater weight given to data that have larger samples and are more representative, such as large-scale surveys, epi data, HIV care continuation data, and service utilization and client characteristics data. Decisions will consider individual or anecdotal experiences only when no other data are available.
6. Be made based on the need for such services among people with HIV, without considering funding sources to support these services; funding is considered later, during resource allocation.

Purpose

Council members are legislatively mandated to set service area priorities. This means that members must decide which service areas are most important to people living with HIV in the TGA and state of Minnesota in order to provide a comprehensive system of care for people living with HIV, without regard to who funds those services.

Worksheet Instructions

There is one prioritization worksheet that contains the core medical service areas and a second worksheet for support service areas.

When completing the worksheets:

- Refer to data on the council website and under Priority Setting Materials on https://www.mnhivcouncil.org/2024-psra.html.
- Rank all of the core medical service areas, comparing each core medical service area against all other core medical service areas. Rank all of the support service areas, comparing each support service area against all other support service areas.
  - Refer to documents posted on the 2024 PSRA Page for service area descriptions: *PCN 16-02 RWHAP Services Eligible Individuals and Allowable Uses of Funds* or *Understanding Ryan White HIV/AIDS Program Service Categories* and/or *Highlighted Service Areas*
  - Demographic data for all people accessing Ryan White HIV/AIDS Services in the TGA and Minnesota is on the Minnesota Ryan White HIV/AIDS Program data dashboard.
- Fill in each open cell on the worksheet by selecting your response in the drop down list.
- Notice that half the squares in the grid are dark gray – ignore them. You will not enter anything in the dark gray cells on the grid.
- Begin by looking at the intersection of row A and column B:
  - Compare the service area listed in row A and the service area listed in column B. Based on all of the data presented, which service area do you think is the higher priority of the two?
  - In the intersecting cell, you will select the letter that corresponds to the service area that you think is the higher priority of the two service areas being compared.
- Continue across row A, indicating your priority by selecting either letter A or the letter representing the service area you think is the higher priority.
- Once you have completed row A, move on to the next row and complete it (again, ignoring the gray cells).
- On the Total Score line at the bottom, do not add up the number of letters. The sheet will automatically total them for you.
- You are finished when you see at the bottom of the worksheet in red "You have filled out 66 of the 66 paired comparisons" for the core medical service area worksheet and 105 out of 105 for the support service area worksheet.

Sample Prioritization Worksheet

The sample worksheet below provides an opportunity to practice prioritizing several mock community-based activities.

- Starting on the first row (labeled "Boating"), compare boating (A) to Hiking (B).

- If you think the community would benefit from boating more than hiking, enter the letter "A" in the blank cell at the intersection of those two activities.
- If you think the community would benefit from hiking more than boating, enter the letter "B" in the cell at the intersection of those two activities.
- Then proceed across the row, comparing Boating (A) and Fishing (C).
- Continue across all rows until you have compared all of the activities.

2024 Prioritization of **SUMMER ACTIVITIES TO PROMOTE PHYSICAL ACTIVITY IN THE COMMUNITY**		Boating	Hiking	Fishing	Swimming
		A	B	C	D
Boating	A	▓▓			
Hiking	B	▓▓	▓▓		
Fishing	C	▓▓	▓▓	▓▓	
Swimming	D	▓▓	▓▓	▓▓	▓▓

Worksheet Submission Instructions

Please contact council staff if you have any questions about what is expected of you to complete this process. Once you have entered a letter in every open square on the grid, take the following steps:
- Save the document.
- Email it to Jeremy Stadelman, Minnesota Council for HIV/AIDS Care and Prevention administrative specialist, jeremy.stadelman@hennepin.us
- Alternatively, you can request and submit a hard copy by contacting council staff (Jeremy Stadelman, 612-596-7894, jeremy.stadelman@hennepin.us or Audra Gaikowski, 612-596-2001, audra.gaikowski@hennepin.us)

The worksheets do not require your name, date or signature unless you are returning them via U.S. mail. Please return your two completed worksheets to Jeremy Stadelman: jeremy.stadelman@hennepin.us by Wednesday, July 13.