



# SHOW ME THE MONEY!

Priority Setting & Resource Allocation Process in the Nassau-Suffolk EMA  
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## Introduction

In 2008, the Nassau-Suffolk EMA divided its Priority Setting and Resource Allocation (PSRA) process into two separate committee processes in an effort to ensure adequate but fair representation from Council members, consumers, providers and the community. The goal was to ensure that resources went to the most needed service areas by gathering and reviewing quantitative and qualitative data to reach a consensus. As part of this process, Priority Setting is conducted by the Strategic Assessment and Planning Committee (SAP) and Resource Allocation is conducted by the Finance Committee.

Factors considered during this process included:

1. Size and demographics of the population and their needs
2. Cost and outcome effectiveness of proposed strategies to address needs
3. Priorities of the communities with HIV/AIDS
4. Client-level coordination of services
5. Availability of other governmental and non-governmental resources including Medicaid and SCHIP
6. Capacity development to address disparities in availability of services

The PSRA process was further refined in 2010 to include a mechanism for assigning weight values to the various data sources.

## Methods/Activities

The PSRA process was conducted over a nine month period. A mini-training was held for the participants on the PSRA process. This training was conducted by Council staff and a consultant., Houston Associates. The SAP Committee met several times to decide what data elements were needed and how to gather the data. This was followed by a full day data session for members. All members were required to attend this session in order to participate in the voting process.

Timeline		
PSRA WORK PLAN		
ACTIVITY	PROCESS	TIMEFRAME
Start 2010 PSRA Process	Develop a timeline for the upcoming year. Decide on activities (provider surveys, special population focus groups, community forums, consumer surveys, etc.) Format questions for surveys and community forums, select venues Distribute provider and/or consumer surveys	Jan - March 2010
Administer Surveys and Community Forums	Advertise and hold community meetings	Apr - June 2010
2010 PSRA Process	Present results of 2010 Survey s and Community Forums Conduct mini training and hold Data session Rank priorities Allocate funds Planning Council vote of approval	July - Sept 2010

## Priority Setting

Each SAP member was asked to sign a conflict of interest statement to ensure that all issues and concerns would be dealt with openly within the forum. A priority setting worksheet was used to examine the priority rankings from the previous year, propose new rankings and list the rationale behind each decision. The committee thoroughly discussed each priority service definition and how the service was provided in the region over the past year. Decisions were evidence-based using recent data from credible non-partisan sources.

Examples of data sources for priority setting:

- Epidemiological Data
- Comprehensive Service Plan
- Consumer survey results
- Community Forum reports
- Unmet Need Framework
- "Out of Care" Unmet Need Survey
- Needs Assessments - "In Care" Needs Assessments on six populations -African American, Hispanic American, Injection Drug Users, Aged, Men who have sex with Men, & Women of Color

A report detailing the process and rationale for the rankings was then given to the Finance Committee for the next step.

## Resource Allocation

The Finance Committee is comprised of non-aligned consumers and community members who are not employed by or affiliated with any Part A funded agencies. The committee utilized the SAP report as well as other data sources to consider documented need. Documented need was based on: (a) The epidemiology of the local epidemic; (b) Service needs specified in the needs assessments including unmet needs of individuals who are HIV-positive but not in care and of historically underserved communities, and (c) Other structured sources of information.

Examples of data sources for resource allocation:

- SAP Committee Summary Report and Ranking of Priorities
- Epidemiological Data
- Other Funding Services Chart, including Minority AIDS Initiative, Part B, Part C, Part D, Part F, New York State HIV/AIDS expenditures, Medicaid, CDC programs, HOPWA
- Part A Utilization Data - clients and units of service by priority, costs, including a three year comparison
- Part A funding chart from the previous year

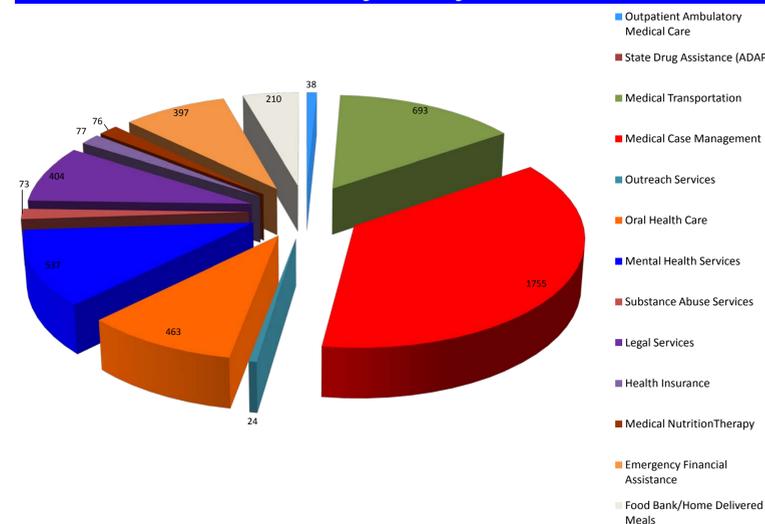
When allocating funds, the committee took into consideration the 75% Core Medical/25% Support Service HRSA requirement, the balance between ongoing service and emerging needs, the changing local epidemiology of HIV/AIDS and developed directives to meet these demonstrated needs.



## Utilization Data

The pie chart shows clients served by priority service area. A chart of utilization data for the 2009 - 10 year shows the number of clients served and units of service for Ryan White Part A which is one source of data used for priority setting.

### Clients Served by Priority Service Area



### FY 2009-10 Utilization Data Ryan White Part A

2009 Rank	Priority Service Area	CLIENTS	UNITS OF SERVICE
1	Outpatient Ambulatory Medical Care	38	40
2	State Drug Assistance (ADAP)	n/a	
3	Medical Transportation	693	14502
4	Medical Case Management	1755	16925
5	Outreach Services	24	155
6	Oral Health Care	463	1530
7	Mental Health Services	537	4900
8	Substance Abuse Services	73	1143
9	Legal Services	404	8516
10	Health Insurance	77	403
11	Medical Nutrition Therapy	76	1949
12	Emergency Financial Assistance	397	779
13	Food Bank/Home Delivered Meals	210	324
TOTAL SERVED IN EMA		4747	51166

## Results

At the end of the PSRA process, a funding chart of proposed priorities and allocations was presented to the Planning Council for a vote. At the meeting, the Planning Council reviewed the summary of the results presented by the SAP committee for review and discussion, including priorities, allocations, and recommendations on how best to meet the priorities. The Council used this information to reach a consensus. Approved priorities and allocations are utilized by the grantee to develop request for funding proposals and continuation funding applications.

## Key Points to Consider

- Consider how the priority service areas were ranked and allocations were made.
- Identify ways to improve the quantity and quality of information "inputs" for next year.
- Review the decision-making process for weaknesses or problems and seek solutions, with special attention to any aspects of the process that might make the planning body vulnerable to a grievance.
- Make recommendations, then assign responsibility for follow up to ensure tasks are completed.

## Contact information

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