

# Minnesota Council for HIV/AIDS Care and Prevention

## 2020 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 [Ryan White Service Area Review Summary \(2020\) dashboard](#) for each eligible service area. In addition to the Ryan White Service Area Review Summary (2020) dashboard, you have received information to help you make data-based prioritization and allocation decisions. Refer to documents posted on the council's website and <http://www.mnhivcouncil.org/2020-priority-setting-and-resource-allocation.html>.

Please contact staff if you have any questions about what is expected of you to complete this process. Please complete both worksheets and return to council staff by 4:30 p.m. on Friday, July 3. Council staff have set aside the below dates and times for anyone who may have questions on how to complete the worksheet or have questions about the Ryan White Service Area Review Summary (2020) dashboard. These sessions can be accessed through the links below.

- June 17, 2020 from 2:00pm-3:00pm ([Access meeting here](#))
- June 24, 2020 from 2:00pm-3:00pm ([Access meeting here](#))
- July 1, 2020 from 2:30pm-3:30pm ([Access meeting here](#))

#### 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:

- 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 council website for service area descriptions: *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 can be found on the Ryan White Service Area Review Summary (2020) dashboard.
- Fill in each open cell on the worksheet.
- 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.

June 12, 2020

- 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 enter 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 entering 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 120 out of 120 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.

2020 Prioritization of <b>SUMMER ACTIVITIES TO PROMOTE PHYSICAL ACTIVITY IN THE COMMUNITY</b>		Boating	Hiking	Fishing	Swimming
		A	B	C	D
Boating	A				
Hiking	B				
Fishing	C				
Swimming	D				

**Form Submission Instructions**

Once you have entered a letter in every open square on the grid, take the following steps:

- Save the document.

- Email it to Richard Puella, Minnesota Council for HIV/AIDS Care and Prevention administrative assistant: [richard.puella@hennepin.us](mailto:richard.puella@hennepin.us)
- Alternatively, you can request and submit a hard copy by contacting council staff (Richard Puella, 612-596-7894, [richard.puella@hennepin.us](mailto:richard.puella@hennepin.us) or Carissa Weisdorf, 612-348-6827, [carissa.weisdorf@hennepin.us](mailto:carissa.weisdorf@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 Richard Puella via email: [richard.puella@hennepin.us](mailto:richard.puella@hennepin.us) by Friday, July 3.