

## Estimating Unmet Need for HIV Primary Medical Care Preparation Plan

This form is designed to assist RWHAP Part A and Part B recipients to create a plan to complete the requirement of Estimating Unmet Need for HIV Primary Medical Care.

Step	Considerations	Key Decisions/Action Steps
<b>Determine Data Needs</b>	<ul style="list-style-type: none"> <li>▪ Based on your approach (required or enhanced), which datasets do you need?</li> <li>▪ For HIV surveillance data, who is the contact for a data request?</li> <li>▪ For Part As, will your Part B run your estimate when they run theirs?</li> <li>▪ For Part As, will you get client-level or aggregate HIV surveillance data?</li> <li>▪ If needed, do you have a DUA/MOU in place with the HIV surveillance program?</li> </ul>	
<b>Engage Team Members</b>	<ul style="list-style-type: none"> <li>▪ What are current staff demands?</li> <li>▪ Which staff normally conduct analyses/work with the RWHAP?</li> <li>▪ Have current staff previously been involved in Unmet Need?</li> <li>▪ What are current data review and release procedures?</li> <li>▪ Have you identified who reviews and approves data runs?</li> <li>▪ Who will write the narrative responses for Unmet Need?</li> </ul>	
<b>Ensure Availability of Data and Analytic Programs</b>	<ul style="list-style-type: none"> <li>▪ When are HIV surveillance and RWHAP data considered final and ready for release?</li> <li>▪ Does your HIV surveillance program have the CDC SAS code to run the Unmet Need analyses?</li> <li>▪ Have you developed the programs/queries/custom reports to run your RWHAP data?</li> <li>▪ If you are a Part A that crosses state lines, are you able to get data for all jurisdictions in your Part A?</li> <li>▪ If linking datasets, what approach will you use?</li> <li>▪ What data quality issues may impact your approach or estimates and analyses?</li> </ul>	

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<b>Develop Timeline</b>	<ul style="list-style-type: none"> <li>▪ Have you established a timeline to allow for multiple data runs to ensure data accuracy and completeness?</li> <li>▪ Have you incorporated time needed for review and submission?</li> <li>▪ Have you planned for writing the narrative and populating the excel sheet?</li> <li>▪ Have you set up a planning meeting before the NOFO/NCC is released?</li> </ul>	
<b>Conduct estimate</b>	<ul style="list-style-type: none"> <li>▪ Have you secured your data or submitted your data requests?</li> <li>▪ Will you need to make changes to the CDC SAS code (as written you must still write code for priority populations and health planning areas) and test these changes?</li> <li>▪ Have you planned for a review the data output and identify potential problems?</li> <li>▪ Have you planned for any revisions to your analytic approach if needed?</li> <li>▪ Have you planned time to rerun the data if needed?</li> <li>▪ Have you planned for data validation?</li> </ul>	
<b>Populate Required Reporting Templates</b>	<ul style="list-style-type: none"> <li>▪ Have you picked the version of the Excel tool you will be using-V1 or V2?</li> <li>▪ Have you planned time to enter data into the templates correctly?</li> <li>▪ Have you planned for someone verify the data in the templates before final internal review?</li> <li>▪ Have you planned for internal review and approval?</li> <li>▪ Have you planned time for uploading as required for the NOFO or NCC submission?</li> </ul>	

**Notes:**