GEORGETOWN UNIVERSITY | Center for Global Health Practice and Impact

Post-Assessment Planning Tool

Tool Overview

Use this guide after you have finished collecting data using the Design Guide Tool 1: Needs Assessment template. This tool will aid you in translating the information collected via the needs assessment into core themes. Completing the exercises outlined in this document will help you to reflect on the findings in your needs assessment and begin to define the priority areas of your specific implementation.

Identify Priority Areas for Action

Use the findings of your preliminary needs assessment to determine your organization's strengths and weaknesses as they correspond to each section of the needs assessment survey. Using the table provided below, identify the strengths and weaknesses of each survey area.

Survey Section	Strengths	Weaknesses
Jurisdiction Readiness (Organizational) for Data Integration		
Data Integration Activities: HIV and STI		
Ryan White HIV/AIDS Program (RWHAP)		
Data-to-Care Activities		
Pathway to Data Integration		

Identify Priority Areas for Action

Next, take the identified weaknesses and categorize them into 4 or more core thematic areas. What are the most pervasive themes found in the analysis of weaknesses? These thematic areas will become your priority areas. Use the table below to organize these themes.

Example Priority Area	***Example***. We have identified that our organization operates in siloed departments. Standardized communication between two or more entities (i.e. HIV and STI) is lacking. Additionally, outdated Internal Operating Procedures (IOPs) lack clarity and contribute to poor communication structures. The overarching theme identified here involves cross-departmental communication. ***This thematic finding can become Priority Area 1.***
Priority Area 1	
Priority Area 2	
Priority Area 3	
Priority Area 4	
Priority Area 5	

Root Cause Analysis of Priority Areas

For each priority area, perform a root cause analysis on why these areas are weaknesses. This is a crucial step for better understanding current processes and existing gaps in your work.

Example of a Root Cause Analysis:

Problem: The communication between internal departments is poor.

→ **Why?** Tensions exist between departments.
→ **Why?** Duplication of efforts exists due to a lack of information sharing.
→ **Why?** There is a lack of clarity as to what data and information can be shared between departments.
→ **Why?** No clear documentation exists on proper communication flows.

Need/Gap: A collaboratively established/updated Internal Operating Procedure (IOP) which clearly define expectations and processes.

Root Cause Analysis of Priority Areas

The table below provides some guiding discussion points for various thematic areas that you may discuss as part of your root cause analysis. This list is not exhaustive, but will give you a good starting point.

Resources and Staffing	**Summarize current resource and/or staffing restraints; Outline gaps in staffing and/or resources; Propose Next Steps.**
Data to Care Constraints	**Summarize current data-to-care capacity issues; Describe current data-to-care activities; Outline roadblocks for data-to-care capacity; Propose Next Steps.**
Data Sharing Constraints	**Summarize the existing logistical/legal constraints on data sharing within your jurisdiction; Outline the organizational structure of your jurisdiction departments with regards to data sharing; Outline existing roadblocks to data sharing; List any existing Data Sharing Agreements (DSA) within departments; If DSAs are needed- between which departments and to what specifications; Propose Next Steps.**
RWHAP Data Quality	**Summarize your current capacity constraints for RWHAP data quality; Describe current methods for RWHAP data collection and entry; Detail current software used for RWHAP data; Describe current verification checks for RWHAP data; Propose Next Steps.**
HIV or STI Data Quality and/or Software Issues	**Summarize HIV/STI data quality/software issues; Outline techniques currently used for data quality assurance; List the software used to manage HIV/STI data; Outline key components of HIV data quality that your jurisdiction currently struggles with; Propose Next Steps.**
HIV/STI Linkage Methods	**Summarize HIV/STI data quality/software issues; Outline techniques currently used for data quality assurance; List the software used to manage HIV/STI data; Outline key components of HIV data quality that your jurisdiction currently struggles with; Propose Next Steps.**

Next Steps

Now that you have completed the preliminary needs assessment and defined your priority areas, you can begin developing specialized working groups to address the objectives you have set forth in this document. The next document, Technical Working Group (TWG) Development Guide, will provide guidance on how to move from planning to implementation. In this TWG Development Guide, you will work to turn your identified priorities into action, utilizing findings within your root cause analysis.