



RWHAP TA Webinar

Indiana State Department of Health

April 2, 2019

11:00 am – 12:00 pm



Indiana State
Department of Health



zoom

- Please enter the agency name and list all participants in the "chat" room

Helpful Hints

- Press esc to exit full screen
- Hover over the top to change "view" options
- Place yourselves on "mute" until you're ready to pose a question or make a comment
- Use the "chat" room to pose questions and make comments
- Meeting will be **recorded** and available for sharing after the meeting



Indiana State
Department of Health

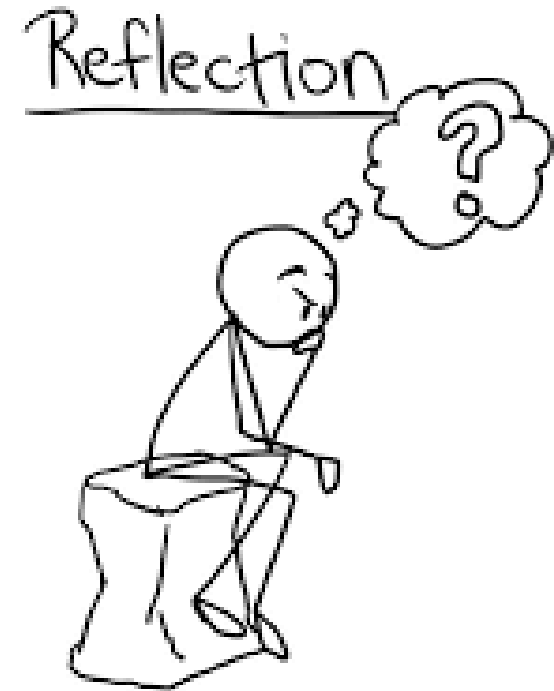
Agenda

- Introductions
- Reflections on RSR
- HIVE & Monthly Reporting
- Fiscal Updates
- Announcements
- Q & A
- Next call





RSR Reflections





RSR experience

Things to Remember...

- The RSR tells a story of how Indiana uses Ryan White funding to provide services to PLWH
- There are many people who “read” this story. It includes:
 - HRSA HAB Project Officer
 - HRSA HAB Leadership
 - Congress
 - Other Stakeholders
- The RSR is part of a yearlong process of collecting and reporting data
 - Improving the RSR means improving the yearlong process



What Went Well?

- Good attendance at ISDH webinars
- Awesome questions from everyone
- Agencies with data issues wanted to fix them (more on this later)
- Lots of resources were developed and shared
- Reports from the field that it was easier to complete than anticipated
- All Provider Reports were submitted BEFORE the deadline





Technical Assistance

What Do You Think Went Well?

‘Chat’ In Your Experiences



What Do We Need To Work On?

- HIVE
 - HIVE number not always included on excel sheet
 - Demographic information incomplete in HIVE for some clients
 - Some clients not entered into HIVE in a timely way
- Understanding of RWHAP-funded services
 - Confusion about service categories and allowable activities
- More accurate data to reflect program activities
 - Inconsistency between funded and reported services
 - Missing data for clients served
- Coordination both internal (Prevention, DIS) and with Marion County





Biggest Challenge

What Do You Think We Need To Work On?

'Chat' In Your Experiences



Plans For This Year Already In Place

- HIVE
 - Training and enhancement
 - Additional training to support use of HIVE
 - Feedback to Care Coordinators regarding missing information
- Understanding of RWHAP-funded services
 - Review funded services with each agency
 - Ensure alignment with PCN 16-02 and provide any needed clarification
 - Identify need for request for budget changes (RBC)



Plans For This Year Already In Place

- More accurate data to reflect program activities
 - RSR feedback
 - Highlights key areas for improvement for each agency to support any needed technical assistance
- Coordination both internal (Prevention, DIS) and with Marion County
 - Development of ISDH Cross-Program Ryan White team
 - Ongoing meetings with Marion County



Plans For This Year Already In Place

- Quarterly Excel sheet reporting for all agencies
 - Ensure you are using the most recent Excel sheet provided by ISDH
 - Frequency may be increased dependent upon data quality issues
- Monitoring of data and billing throughout the year
 - Ensure alignment between service categories funded and service categories reported
 - Ongoing feedback provided regarding excel reports

CLARIFICATION: January-March 2019 Excel report due April 30, 2019



What Else Would Be Helpful?

Share Your Ideas in
'Chat'



HIVe Helpful Hints

- The HIVe ID is not the same as a case manager or Ryan White Part A number
 - All HIVe numbers will either start with a 5 or a 6 or be a six digit number that start with 100
 - A helpful trick is that all HIVe ID's that start with a 5 or a 6 are medical services clients. Currently, or at one point they were enrolled into an ISDH program like ADAP.
 - If the HIVe ID starts with 100, then the client is a brand new enrollment into HIV Services **ONLY**.



Reminders about HSP clients with a dual medical service enrollment (ADAP, HIAP, MDAP)

- The recert date will be the date you will see on your 30/60 day letters we send out. ***You will always see a date like 7/1/19- which means the recert is due 8/30/19. The date is 60 days from when the ct. is due.***
- When you search a client you will see ACAPS client.
 - ACAPS is our processing system, you just need to know when you see that the client is on a medical service

Applying for (required)	[HIV Medical Services And HIV Services ▼] *
Eligibility Status (required)	Eligible ▼
Eligibility Date	1/16/2019 12:00:00 AM
Next Re-certification Date	7/1/2019 12:00:00 AM
Care Site (required)	▼ *
Care Coordinator Name (required)	
Remarks :	

ACAPS Client, no need to update the above data!

If the application status reflects "Eligible" the client is eligible for HIV Services and the "Eligibility Date" is the date the client became eligible for HIV Services. Please note: the "Next Recertification Date" is displayed and the client must complete their recertification if that date is approaching to remain eligible for the Program. Any services rendered after the "Next Recertification Date" may not be eligible expenses if the client is not determined eligible to continue with the Program.

If the application status reflects "Under ISDH Review" the information has been sent to the Program for approval and will be processed in the order received. For urgent needs please contact MSPenrollment@isdh.in.gov or 1-866-588-4948, Option #1.

If the application status reflects "Additional Information Needed" the Care Coordinator has been contacted for additional information needed to determine eligibility for the applicant.

*Please note, any HIV Services rendered prior to the eligibility date are not eligible expenses for the client.



Reminders about HSP only clients

- The eligibility date will be the first of the month. Remember we backdate for HSP only.
- The recert date will be the actual date you need to send in all documents. Ex: 7/31/2019.

Remarks :

Update Data for Client

If the application status reflects "Eligible" the client is eligible for HIV Services and the "Eligibility Date" is the date the client became eligible for HIV Services. Please note: the "Next Recertification Date" is displayed and the client must complete their recertification if that date is approaching to remain eligible for the Program. Any services rendered after the "Next Recertification Date" may not be eligible expenses if the client is not determined eligible to continue with the Program.

If the application status reflects "Under ISDH Review" the information has been sent to the Program for approval and will be processed in the order received. For urgent needs please



HIVe Helpful Hints

- All data fields need to be filled out for each client record.
 - If Risk Factor and Medical Insurance don't have anything selected, the record WILL let you continue on. All drop downs have to be filled out, or you will not be able to continue to the next page
- UPDATES to the enrollment screen and data collection are being added!
- For any new enrollment, recertification upload, or general question or issue, please email Brittany at bsichting@isdh.in.gov for answers 😊



Monthly Reporting Reminders

- Required for all HIV services, Prevention and DIS (funded with RWHAP or rebate)
 - If you were doing reports before, keep doing them unless you have been otherwise instructed by ISDH
- Report now includes an aggregate data section
- Report is due on the 30th for the preceding months activities
 - March report is due April 30th
- ISDH feedback is provided by the 15th of the following month
 - March report feedback will be provided by May 15th





ISDH Fiscal Updates

Agenda

1. Time & Effort (or Maintenance of Effort)
2. Building Budgets RW Part B Supplemental 2020
3. Request for Budget Changes (RBCs)



Time and Effort reporting

- This is a federal requirement, not just a Ryan White requirement.
- Time and Effort (or Maintenance of Effort) reporting assures that any compensation for salaries, wages and benefits (not contractors) charged to federal awards is *based on records that accurately reflect the **work performed***.
- **Time and Effort is *supported by policies and procedures* within the sub recipient's organization**
- Time and Effort is supported by a system of internal controls that *reasonably assure* that charges are accurate, allowable and properly allocated
- Time and Effort procedures must include a review process where employees and their supervisors make sure the hours they report are equal to the actual hours worked and billed correctly



Time and Effort Check off list

- Annual certification indicating the percentage of subrecipient staff spend their work week according to RW grant funds, and how they are to get that document to you. ISDH will work with subrecipients while building budgets.
- Budget should include estimated FTE and compensation
- Document Time and Effort reporting policies and procedures (ISDH must have these on file for your agency)
- Employee Time and Effort log (timesheet, time card, etc.) reflects actual hours worked and under the appropriate funding streams/categories
- Supervisor reviews to verify actual hours worked and gives approval
- Reconciliation with budget (at least quarterly): must be updated to reflect actual hours worked, not estimated hours
- Maintain supporting documentation for site visits and audits



Time and Effort References

45 CFR 75.430 – “Personal Services” (HHS Awards)

[eCFR – Code of Federal Regulation 45 CFR 75](#)

**2 CFR 200.430 – “Compensation – personal services”
(Federal Awards)**

[eCFR – Code of Federal Regulations \(2 CFR 200\)](#)



RW Part B Supplemental 2020 X08HA31247

Building Budgets

- Letters of Intent sent from proposed sub recipients to ISDH received by **April 10, 2019** (we will send out emails this week)
- Conference calls with proposed sub recipients begin April 15, 2019
- During these calls we will help with Time and Effort, Service Categories, Core Services, Support Services, etc.
- Individual conference calls in April with all agencies that request help working on building the original budget to submit
- Additional individual calls May - June to assist with revisions and potential concerns
- Budgets completed and approved by mid July



Request for Budget Changes

- Request for Budget Change Updated form

Revised RBC process will post on the website soon



IMPORTANT

ANNOUNCEMENT



- ISDH Staffing
 - RSR
 - CAREWare
 - Subrecipient Meeting
 - Upcoming Site Visits
-
- Next TA call: May 21, 2019







Mark Schwering
Ryan White Part B Program
Director
317-233-7189
mschwering@isdh.in.gov