



RWHAP TA Webinar

Indiana State Department of Health

June 19, 2018

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



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Agenda

- Introductions
- Subrecipient Monitoring Visits
- Monthly Progress Report
- Announcements
- Q & A
- Next call







Subrecipient Monitoring Visits

Overview & Expectations



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Subrecipient Monitoring

- “Subrecipient monitoring” is federally required
 - Compliance with federal policies and laws (i.e., “Met or Not Met”)
 - Compliance with the terms of their state agreements
 - Ensure services are positively impacting PLWH.
- Subrecipient monitoring includes
 - Ongoing review of program and fiscal activities
 - For example, monthly progress reports and invoice review
 - Annual programmatic and fiscal annual site visits for all subrecipients
 - Described in the Ryan White [National Monitoring Standards](#)
- If a Subrecipient subcontracts out services (“sub-subrecipients”), they are responsible for monitoring of their Subrecipients, following the same mandates.

Annual Site Visit Requirements

- Administrative/Programmatic AND Fiscal
 - Both have specific areas of review and requirements
- Focus on Compliance
 - Testing of requirements
 - Evidence of policies, procedures and activities
- Allowability
 - Confirm services provided and paid for are allowable under RW law and policy
- Annually
- On-site
 - Review must occur in-person



Elements of a site visit

- Preparation
 - Communication with subrecipients at least a month in advance
 - Review documents needed and process that will occur
- On-site
 - 2-3 days
 - Program overview/presentation by subrecipient
 - Discussions between recipient and subrecipient
 - Document reviews
 - Client record reviews
 - Consumer interviews
- Report
 - Corrective Action Plan



Pilot Site Visit Process in Indiana

- Three sites have been selected
- Opportunity to test the visit protocol, review tools and the on-site process
- Visits will occur in August
- Review team will include ISDH staff and OI consultants



Schedule

- Pilot visits in August
- Revisions of protocol and tools
- Discussion/feedback at September Subrecipient Meeting
- Protocol and tools finalized in the Fall
- Site visits will be scheduled and occur during next contract year
 - ISDH is working with the federal government to request bi-annual site visits during this initial roll out



Questions???





Monthly Progress Report: Real Life Experience!



ISDH Monthly Report

ISDH Ryan White Part B Progress Report		
<i>This report communicates progress, challenges and successes to the Indiana State Department of Health (ISDH) HIV Services Program (HSP), as well as needs for technical assistance.</i>		
<i>Please submit this report to ISDH by the 30th of each month.</i>		
Sub-recipient Name:		Report Month/Year:
Contract #:	Contract #:	Contract #:
Highlights: Identify key activities that occurred under your Ryan White Part B-funded contract for the reporting period (i.e., hired new staff, saw 5 new clients for intake, established new mental health referral source, status of quality management plan, etc.). <i>Please identify any significant over or under expenditures (and reasons for this), and any significant differences between projected and actual service units provided or clients served.</i>		
Problems or Barriers Encountered, and Action Steps Taken to Address: Discuss any barriers related to client access to services, delivery of services, or program operations including fiscal, data, quality management or administration of the contract. (i.e., understaffed, long eligibility approval wait times, invoice issues, data system problems, collecting/entering data, problems meeting quality management goals, etc.). Specify actions taken to overcome barriers, including how client input is used to solve problems.		



IU Health Positive Link's Experience

- Easy to fill out, and very easy to follow
- Not time consuming
- Contract number placement can be confusing for sub-recipients' that only have one contract, but is helpful for others that have multiple contracts
- ***Note:** the data tools at the bottom are not numbers that you need to fill out. This will come with the implementation of CAREWare*



Was it difficult?

- No!!
- The layout was easy to follow, and allowed an overall picture to be developed
- Per month reporting is beneficial due to constant changes and starting new programs
 - The reports show a “flashback” as well. This can help remind sites of all the advancements they have had since they received funding
- The tool is also a good reflection of specific site needs and addressing the barriers that are in the sites control and ones that are not (Data collection tools!!)



What Does ISDH Do With the Reports?

We like your feedback!

- ISDH staff use these brief reports as snapshots to each sub-recipient
 - We will look for common struggles/barriers or successes that each recipient has
 - We don't know what we don't know, so these help us understand issues month to month
- Each month will be evaluated by ISDH staff for ALL sub-recipients and used to evaluate barriers that we could eliminate or smooth out for recipients
 - We use these to evaluate if there are areas that we can provide more guidance in
 - We also want you to feel supported in this process, so if something was hard one recipient, it was probably hard for other recipients too!
- We will also use the feedback to create future trainings, or reviews on certain areas



What is the Reporting Schedule?

- Reports are due to ISDH by the **30th of each month** following the month of activity
- ISDH will return a response by the 15th of the following month
- **First Report: Due June 30**
 - Beginning of Contract through May 31.
- Subsequent reports are due by the 30th of each month
 - June progress report due by July 30





IMPORTANT

ANNOUNCEMENT



- Part B Supplemental Grant Submitted!
- Statewide Sub-recipient Face-to-Face Meeting: 9/25/2018
- [ISDH Website](#)
- CAREWare

- Next TA call
 - July 17, 2018 11-12 pm ET







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



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