



RWHAP TA Webinar

Indiana State Department of Health

September 17, 2019

11:00 am – 12:00 pm



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



Agenda

- Introductions
- Invoicing & Close-out Activities
- Spotlight on Statewide Services
- ISDH Announcements
- Q & A



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Invoicing & Close-out Activities



Invoicing Changes



- Invoicing will come directly to the HIV/STD/VH program.
 - **This means invoices no longer have the initial step of going to the ISDH finance team before the HIV/STD/ VH program team sees and approves invoices!**
- As of now, sub recipients will no longer send their invoices to HIVIMMInvoices@isdh.IN.gov. The invoices are to come directly to the program responsible for approving them. HIV SERVICES Subrecipients are to send invoices directly to HIVSTDContractsRebates@isdh.IN.gov.
- Make certain your invoice date is always the date you send the invoice to us.



What does this mean to you?

- It is our goal to get invoice templates out to subrecipients prior to the execution of the Purchase Order (PO) and/or amendment.
- When a PO is completed - whether it be an amended PO or a new PO, you will receive an email from ISDH contracts team with your PO attached. You will no longer see an attached invoice template in that email.
- If you happen to receive your PO from the ISDH Contracts team and do not have a template in hand, please call us immediately!!
- HIVSTDContractsRebates@isdh.IN.gov We will add invoicing instructions for you in the "Instructions" tab of the invoice template according to your guidelines.



Invoicing (Cont.)

- ISDH will be sending out invoice template information for 2020 funding.
 - Be on the lookout for an email from ISDH HIV/STD/VH Program team.
 - This will also include a monthly summary sheet to break down funds per service category.
 - There will be a strong push for subrecipient's to understand and keep their supporting documents in-house, rather than send in with invoicing.
 - You will no longer be uploading supporting documentation with your monthly invoices!



Other Updates

- You will have a new line on your budgets in your contract amendment that shows RWSERV with a lump sum amount for 2020 funding.
 - This lump sum amount is your award for next year for ISDH's internal invoice system. Subrecipients will still see service categories on the monthly tabs instead of having your funding divided by services category.
- ISDH leadership will be sending communication detailing site-specific service category updates and the restructured Attachment A.
 - You will be receiving this communication no later than September 24th.



Invoicing Mailbox Updates

- Prevention: hivprevinvoices@isdh.in.gov
- DIS: STD@isdh.in.gov
- Ryan White Supplemental and Non-Medical Case Management: HIVSTDContractsRebates@isdh.IN.gov



Reminder- DO NOT SEND invoices to HIVIMMInvoices@isdh.IN.gov



This mailbox is a DEAD letter mailbox. Nothing will be received or read if you send it to this mailbox.



Closeout

- The 29th 2019 of September is on a Sunday, which is when the grant officially ends.
 - The end of the grant will be reflected on Friday, September 27th 2019.
- Sept. 20th 2019 is the final day for invoicing for August.
- Oct. 21st 2019 is the last day to submit an invoice.
- Invoice date should always be the date you submit. ISDH does get penalties when the invoice date is older than the process date.



Agency Spotlight:

Volunteers of America



Who We Are!



Mental Health and Addiction Services Treatment Program Goal:

“To provide the full continuum of Mental Health and Addiction Services treatment services to Ryan White B eligible clients in the State of Indiana”

- Volunteers of America has provided direct care to marginalized and vulnerable populations in Indiana for over 100 years.



Services: The Simple Steps

AIDS Service Organizations Delivering Services at Point of Care:

1. Assess need
2. Complement ASO array of services



What happens if you refer?

- VOA may provide an on-site Case Manager/ Recovery Specialist.
- A virtual or “live” comprehensive assessment and evaluation for mental health and addiction by Masters level treatment counselor.
- Virtual psychiatric evaluation and med management by MD.
- Assist Care Coordinators with MH/ SA treatment options and referral.
- (Where needed) Assist with clients in recovery.



Getting started

- On-site visit with VOA and the ASO to determine specific needs.
- Identify Space / Technology Requirements.
- Identify appropriate FTE (full time employee) based on caseload.
- Assistance with outreach to community partners (I.D. docs, Pharmacies, ER's, etc.).



What we need from you!

- Secure space for VOA.
- Collaboration with Care Coordinators.
- Collaborative supervision.
- Integration of VOA staff into ASO organization and culture.



How it's making a Difference

Stories From the Field:





IMPORTANT **ANNOUNCEMENT**



- Funding Update
- Subrecipient Meeting: October 4, 2019
- Next TA call: October 15, 2019



