

Houston Area HIV Services Ryan White Planning Council

Priority & Allocations Committee Meeting

11:00 a.m., Thursday, October 27, 2016

Meeting Location: 2223 West Loop South, Room 532
Houston, TX 77027

AGENDA

- I. Call to Order Peta-gay Ledbetter and
Bruce Turner, Co-Chairs
- A. Moment of Reflection
- B. Adoption of the Agenda
- C. Approval of the Minutes
- II. Public Comment
- (NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. **No one is required to give his or her name or HIV/AIDS status.** All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV/AIDS status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person with HIV/AIDS", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization. If you work for an organization, but are representing your self, please state that you are attending as an individual and not as an agency representative. Individuals can also submit written comments to a member of the staff who would be happy to read the comments on behalf of the individual at this point in the meeting.)
- III. New Business
- A. Plan for FY2017 Carryover Funds (see attached)
- B. Plan for FY 2016 Unspent Funds in Final Quarter (see attached)
- IV. Updates from Ryan White Grant Administration Carin Martin, Manager
- V. Updates from the Resource Group Sha'Terra Fairley, Health Planner
- VI. Requests for Allocation Increases
- A. FY 2016 Ryan White Requests (see 1 request – others will be emailed on Monday, October 24, 2016)
- VII. Old Business Tori Williams
- A. Quarterly Committee Report
- B. 2017 Committee Goals
- VIII. Announcements
- Committee meetings in November and December are **cancelled**
- Joint meeting to discuss report formats: 11 am, Thursday, November 17, 2016
- IX. Adjourn

**Houston Area HIV Services Ryan White Planning Council
Priority & Allocations Committee Meeting**

MINUTES

3:00 p.m., Thursday, July 28, 2016

Meeting Location: 2223 West Loop South, Room 532; Houston, TX 77027

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
C. Bruce Turner, Co-Chair	Melody Barr, excused	<i>Ryan White Grant Administration</i>
Peta-gay Ledbetter, Co-Chair	Isis Torrente, excused	Carin Martin
Rodriga Avila		
Ella Collins-Nelson		<i>Harris County Purchasing Dept.</i>
Paul Grunenwald	OTHERS PRESENT	Shawn Venables
Angela F. Hawkins	David Williams, LCH*	
J. Hoxi Jones	Ted Artiaga, LCH*	<i>Office of Support</i>
John Lazo		Tori Williams
		Diane Beck

*Legacy Community Health (LCH)

See the attached chart at the end of the minutes for individual voting information.

Call to Order: Peta-gay Ledbetter, Co-Chair, called the meeting to order at 3:06 p.m. and asked for a moment of reflection. She then asked Martin to introduce her guest, Shawn Venables, from the Harris County Purchasing Department.

Approval of Agenda: ***Motion #1:*** *it was moved and seconded (Lazo, Collins-Nelson) to approve the agenda. Motion carried unanimously.*

Approval of the Minutes: ***Motion #2:*** *it was moved and seconded (Collins-Nelson, Hawkins) to approve the June 22, 2016 minutes. Motion carried.* Abstentions: Avila, Jones.

Public Comment and Announcements: None.

Reports from Ryan White Grants Administration: Carin Martin reviewed the attached document:

- FY 2015 Part A & MAI Procurement Report, 07/05/16

Reports from the Resource Group: None.

Requests for Allocation Increases:

Requests for increased funding from Ryan White Part A/MAI: The committee reviewed eight requests, seven for Part A and one for MAI, for increased funding and sorted them into three categories: 1.) yes fund, 2.) maybe fund and 3.) do not fund. Then they reviewed each request, made their final recommendations and justified their decisions (see attached chart for details).

Priority and Allocations Committee
Ryan White Reallocations as of 07-28-16: RYAN WHITE PART A & MAI FUNDING

Funds Available for Reallocation: Part A: \$680,325MAI: \$577,522

Request Control #	FY16 Priority	Local Service Category	Amount of Request	Recommended Part A Allocation Increase	Recommended MAI Allocation Increase	Justification
Pt A #1	1.h	Vision	\$24,960	\$24,960		Documented need
Pt A #2	1.h	Vision	\$50,000	\$50,000		Documented need
Pt A #3	2.a	Clinical Case Management	\$25,000	\$25,000		To reduce wait time
Pt A #4	4.b	Oral Health - Rural	\$30,000	\$30,000		To reduce wait time
Pt A #5	13.a-13.b	Medical Transportation - Rural and Urban	\$40,000	\$40,000		To be proactive and meet the need, and to reduce wait time
Pt A #6	1.b – 1.d	Community-based Primary Medical Care targeted to African American, Hispanic, and White	\$200,000	\$200,000		To reduce wait time and increase capacity
Pt A #7	1.b – 1.d	Community-based Primary Medical Care targeted to African American, Hispanic, and White	\$399,975	\$150,000	249,975	Split the allocation so request receives \$150,000 from Part A and \$249,975 from MAI funding. To reduce wait time and increase capacity
MAI #1	1.b – 1.d	Community-based Primary Medical Care targeted to African American, Hispanic, and White	\$220,000		220,000	Documented need
		Administrative Agent – education and training		\$160,365	\$107,547	In response to activities outlined in the 2017 Houston Area Comprehensive HIV Prevention and Care Services Plan
TOTALS:				\$680,325	\$577,522	

Scribe: Beck

C = chaired the meeting

2016 Priority & Allocations Committee Voting Record for 07/28/16

MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 Fund MAI Control #1 Carried				Motion #4 Fund Pt A Control #1-7 as attached Carried				Motion #5 Remaining funds to AA for training/education Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
C. Bruce Turner, Co-Chair	X				X				X					X				X		
Peta-gay Ledbetter, Co-Chair				C				C				C				C				C
Rodriga Avila		X						X		X				X				X		
Melody Barr	X																			
Ella Collins-Nelson		X				X				X				X				X		
Paul Grunenwald		X				X				X				X				X		
Angela F. Hawkins		X				X				X				X				X		
J. Hoxi Jones		X						X		X				X				X		
John Lazo		X				X				X				X				X		
Isis Torrente	X																			

DRAFT

Motions Regarding FY 2016 Carryover & Unspent Funds

1.) UPDATED, SUGGESTED MOTION #1:

Plan for FY 2016 Carryover Funds (due to HRSA in December): Motion: *If there are FY 2016 Ryan White Part A carryover funds, it is the intent of the committee to recommend allocating* *COMMITTEE MUST UPDATE THE FOLLOWING: up to \$615,040 to Outpatient/Ambulatory Primary Medical Care.*

2.) UPDATED, SUGGESTED MOTION #2:

FY 2016 Unspent funds: *In the final quarter of the FY 2016 Ryan White Part A, MAI, Part B and State Services grant years, after implementing the year end Council-approved reallocation of unspent funds and utilizing the existing 10% reallocation rule to the extent feasible, Ryan White Grants Administration (RWGA) may reallocate any remaining unspent funds as necessary to ensure the Houston EMA has less than 5% unspent Formula funds and no unspent Supplemental funds. The Resource Group (TRG) may reallocate any remaining unspent funds as necessary to ensure no funds are returned to the Texas Department of State Health Services. RWGA and TRG must inform the Council of these shifts no later than the next scheduled Ryan White Planning Council Steering Committee meeting.*

FY 2016 Part A								
Priority	Service Category	Original Allocation	Current Allocation	% Grant Award	Amount Procured	Expended YTD	% Spent YTD	Comment
1	Outpatient/Ambulatory Primary Medical Care	9,746,354	10,662,553	49.70%	10,662,553	3,366,246	32%	
2	Medical Case Management	2,215,702	2,390,701	11.14%	2,390,701	1,007,280	42%	
3	Local Pharmacy Assistance Program	2,581,440	2,634,796	12.28%	2,634,796	1,134,317	43%	
4	Oral Health	166,404	196,404	0.92%	196,404	97,200	49%	
5	Mental Health Services	0	0	0.00%	0	0	0%	Funded under SS
6	Health Insurance	1,029,422	1,029,422	4.80%	1,029,422	0	0%	
7	Home & Community-Based Services	0	0	0.00%	0	0	0%	Funded under RW/B
8	Substance Abuse Treatment	45,677	45,677	0.21%	45,677	18,581	41%	
9	Early Intervention Services	0	0	0.00%	0	0	0%	Funded under SS
10	Medical Nutritional Therapy	341,395	341,395	1.59%	341,395	171,722	50%	
11	Hospice Services	0	0	0.00%	0	0	0%	Funded under SS
12	Non-medical CM (Service Linkage)	1,440,385	1,475,763	6.88%	1,475,763	448,841	30%	
13	Medical Transportation	527,362	567,362	2.64%	567,362	183,376	32%	
14	Linguistic Services	0	0	0.00%	0	0	0%	Funded under SS
15	Legal Services	293,406	0	0.00%	0	0	0%	No Allocations
NA	Grantee Administration	1,612,704	1,612,704	7.52%	1,612,704	696,072	43%	
NA	Grantee Quality Management	495,000	495,000	2.31%	495,000	277	0%	
Total		20,495,251	21,451,777	100.00%	21,451,777	7,123,912	33%	YTD Expected = 50%
FY 2015 Part A Award		20,771,451						
Part A Carryover		680,325						
Total		21,451,776						
FY 2016 MAI								
Priority	Service Category	Original Allocation	Total Allocation	% Grant Award	Amount Procured	Expended YTD	% Spent YTD	Comment
1	Outpatient/Ambulatory Primary Medical Care	2,011,206	2,392,938	90.80%	2,011,206	56,100	3%	
NA	Grantee Administration	0	0	0.00%	0	0	0%	
NA	Grantee Quality Management	0	0	0.00%	0	0	0%	
Total		2,011,206	2,392,938	90.80%	2,011,206	56,100	3%	YTD Expected = 50%
FY 2016 MAI Award		2,057,949						
MAI Carry Over		577,522						
Total		2,635,471						

Priority	Service Category	Original Allocation <i>RWPC Approved Level Funding Scenario</i>	Award Reconciliation (b)	July Adjustments (carryover)	October Adjustments	Final Quarter Adjustments	Total Allocation	Percent of Grant Award	Amount Procured (a)	Procurement Balance	Original Date Procured	Expended YTD	Percent YTD	Percent Expected YTD
1	Outpatient/Ambulatory Primary Care	9,746,354	516,252	399,947	0	0	10,662,553	49.70%	10,662,553	0		3,366,246	32%	50%
1.a	Primary Care - Public Clinic (a)	3,570,049	73,790	0	0	0	3,643,839	16.99%	3,643,839	0	3/1/2016	\$1,129,393	31%	42%
1.b	Primary Care - CBO Targeted to AA (a) (e) (f)	1,066,552	148,743	108,329	0	0	1,323,624	6.17%	1,323,624	0	3/1/2016	\$489,879	37%	50%
1.c	Primary Care - CBO Targeted to Hispanic (a) (e) (f)	929,215	128,225	108,329	0	0	1,165,769	5.43%	1,165,769	0	3/1/2016	\$329,771	28%	50%
1.d	Primary Care - CBO Targeted to White/MSM (a) (e)	926,294	78,076	108,329	0	0	1,112,699	5.19%	1,112,699	0	3/1/2016	\$312,429	28%	50%
1.e	Primary Care - CBO Targeted to Rural (a) (e)	1,143,032	23,626	0	0	0	1,166,658	5.44%	1,166,658	0	3/1/2016	\$401,030	34%	50%
1.f	Primary Care - Women at Public Clinic (a)	1,863,570	38,519	0	0	0	1,902,089	8.87%	1,902,089	0	3/1/2016	\$633,737	28%	42%
1.g	Primary Care - Pediatric (a.1)	15,124	313	0	0	0	15,437	0.07%	15,437	0	3/1/2016	\$11,017	71%	50%
1.h	Vision	232,518	24,960	74,960	0	0	332,438	1.55%	332,438	0	3/1/2016	\$158,990	48%	50%
2	Medical Case Management	2,215,702	0	174,999	0	0	2,390,701	11.14%	2,390,701	0		1,007,280	42%	50%
2.a	Clinical Case Management	488,656	0	0	0	0	488,656	2.28%	488,656	0	3/1/2016	\$232,150	48%	50%
2.b	Med CM - Public Clinic (a)	162,622	0	0	0	0	162,622	0.76%	162,622	0	3/1/2016	\$72,755	45%	42%
2.c	Med CM - Targeted to AA (a) (e)	321,070	0	58,333	0	0	379,403	1.77%	379,403	0	3/1/2016	\$212,672	56%	50%
2.d	Med CM - Targeted to H/L (a) (e)	321,072	0	58,333	0	0	379,405	1.77%	379,405	0	3/1/2016	\$80,674	21%	50%
2.e	Med CM - Targeted to W/MSM (a) (e)	107,247	0	58,333	0	0	165,580	0.77%	165,580	0	3/1/2016	\$62,275	38%	50%
2.f	Med CM - Targeted to Rural (a)	348,760	0	0	0	0	348,760	1.63%	348,760	0	3/1/2016	\$166,838	48%	50%
2.g	Med CM - Women at Public Clinic (a)	180,311	0	0	0	0	180,311	0.84%	180,311	0	3/1/2016	\$57,103	32%	42%
2.h	Med CM - Targeted to Pedi (a.1)	160,051	0	0	0	0	160,051	0.75%	160,051	0	3/1/2016	\$60,099	38%	50%
2.i	Med CM - Targeted to Veterans	80,025	0	0	0	0	80,025	0.37%	80,025	0	3/1/2016	\$48,856	61%	50%
2.j	Med CM - Targeted to Youth	45,888	0	0	0	0	45,888	0.21%	45,888	0	3/1/2016	\$13,858	30%	42%
3	Local Pharmacy Assistance Program (a) (e)	2,581,440	53,356	0	0	0	2,634,796	12.28%	2,634,796	0	3/1/2016	\$1,134,317	43%	50%
4	Oral Health	166,404	0	30,000	0	0	196,404	0.92%	196,404	0	3/1/2016	\$97,200	49%	50%
4.a	Oral Health - Untargeted (c)	0	0	0	0	0	0	0.00%	0	0	N/A	\$0	0%	0%
4.b	Oral Health - Targeted to Rural	166,404	0	30,000	0	0	196,404	0.92%	196,404	0	3/1/2016	\$97,200	49%	50%
5	Mental Health Services (c)	0	0	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
6	Health Insurance (c)	1,029,422	0	0	0	0	1,029,422	4.80%	1,029,422	0	3/1/2016	\$516,506	50%	50%
7	Home and Community-Based Services (c)	0	0	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
8	Substance Abuse Services - Outpatient	45,677	0	0	0	0	45,677	0.21%	45,677	0	3/1/2016	\$18,581	41%	50%
9	Early Intervention Services (c)	0	0	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
10	Medical Nutritional Therapy (supplements)	341,395	0	0	0	0	341,395	1.59%	341,395	0	3/1/2016	\$171,722	50%	50%
11	Hospice Services	0	0	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
12	Non-Medical Case Management	1,440,385	0	35,378	0	0	1,475,763	6.88%	1,475,763	0		448,841	30%	50%
12.a	Service Linkage targeted to Youth	110,793	0	0	0	0	110,793	0.52%	110,793	0	3/1/2016	\$24,023	22%	50%
12.b	Service Linkage targeted to Newly-Diagnosed/Not-in-Care	245,497	0	0	0	0	245,497	1.14%	245,497	0	3/1/2016	\$16,553	7%	50%
12.c	Service Linkage at Public Clinic (a)	490,886	0	0	0	0	490,886	2.29%	490,886	0	3/1/2016	\$120,969	25%	42%
12.d	Service Linkage embedded in CBO Pcare (a) (e)	593,209	0	35,378	0	0	628,587	2.93%	628,587	0	3/1/2016	\$287,296	46%	50%
13	Medical Transportation	527,362	0	40,000	0	0	567,362	2.64%	567,362	0		183,376	32%	50%
13.a	Medical Transportation services targeted to Urban	252,680	0	20,000	0	0	272,680	1.27%	272,680	0	3/1/2016	\$140,200	51%	50%
13.b	Medical Transportation services targeted to Rural	97,185	0	20,000	0	0	117,185	0.55%	117,185	0	3/1/2016	\$43,176	37%	50%
13.c	Transportation vouchers (bus passes & gas cards)	177,497	0	0	0	0	177,497	0.83%	177,497	0	3/1/2016	\$0	0%	0%
14	Linguistic Services (c)	0	0	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
15	Legal Assistance	293,406	-293,406	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
BE027616	Total Service Dollars	18,387,547	276,202	680,324	0	0	19,344,073	90.17%	19,344,073	0		6,944,068	36%	50%
	Grant Administration	1,612,704	0	0	0	0	1,612,704	7.52%	1,612,704	0	N/A	696,072	43%	50%
BE022517	HCPHES/RWGA Section	1,146,388	0	0	0	0	1,146,388	5.34%	1,146,388	0	N/A	\$605,809	53%	50%
PC	County Judge & RWPC Support*	466,316	0	0	0	0	466,316	2.17%	466,316	0	N/A	90,263	19%	50%
BE027521	Quality Management	495,000	0	0	0	0	495,000	2.31%	495,000	0	N/A	\$277	0%	50%
		20,495,251	276,202	680,324	0	0	21,451,777	100.00%	21,451,777	0		7,640,418	36%	50%
								Unallocated	Unobligated					
	Part A Grant Award:	20,771,451	Carry Over:	680,325		Total Part A:	21,451,776	-1	-1					

Priority	Service Category	Original Allocation <i>RWPC Approved Level Funding Scenario</i>	Award Reconciliation (b)	July Adjustments (carryover)	October Adjustments	Final Quarter Adjustments	Total Allocation	Percent of Grant Award	Amount Procured (a)	Procurement Balance	Original Date Procured	Expended YTD	Percent YTD	Percent Expected YTD
		Original Allocation	Award Reconciliation (b)	July Adjustments (carryover)	October Adjustments	Final Quarter Adjustments	Total Allocation	Percent	Total Expended on Services	Percent				
	Core (must not be less than 75% of total service dollars)	16,126,394	569,608	604,946	0	0	17,300,948	89.44%	17,300,948	89.44%				
	Non-Core (may not exceed 25% of total service dollars)	2,261,153	-293,406	75,378	0	0	2,043,125	10.56%	2,043,125	10.56%				
	Total Service Dollars (does not include Admin and QM)	18,387,547	276,202	680,324	0	0	19,344,073		19,344,073					
	Total Admin (must be ≤ 10% of total Part A + MAI)	1,612,704	0	0	0	0	1,612,704	7.52%						
	Total QM (must be ≤ 5% of total Part A + MAI)	495,000	0	0	0	0	495,000	2.31%						

MAI Procurement Report

Priority	Service Category	Original Allocation <i>RWPC Approved Level Funding Scenario</i>	Award Reconciliation (b)	July Adjustments (carryover)	October Adjustments	Final Quarter Adjustments	Total Allocation	Percent of Grant Award	Amount Procured (a)	Procurement Balance	Date of Procurement	Expended YTD	Percent YTD	Percent Expected YTD
1	Outpatient/Ambulatory Primary Care	2,011,206	46,743	334,989	0	0	2,392,938	100.00%	2,011,206	381,732		56,100	3%	50%
1.b (MAI)	Primary Care - CBO Targeted to African American	1,016,618	23,627	167,495	0	0	1,207,740	50.47%	1,016,618	191,122	3/1/2016	\$28,050	3%	50%
1.c (MAI)	Primary Care - CBO Targeted to Hispanic	994,588	23,116	167,494	0	0	1,185,198	49.53%	994,588	190,610	3/1/2016	\$28,050	3%	50%
	Total MAI Service Funds	2,011,206	46,743	334,989	0	0	2,392,938	100.00%	2,011,206	381,732		56,100	3%	50%
	Grant Administration	0	0	0	0	0	0	0.00%	0	0		0	0%	0%
	Quality Management	0	0	0	0	0	0	0.00%	0	0		0	0%	0%
	Total MAI Non-service Funds	0	0	0	0	0	0	0.00%	0	0		0	0%	0%
	Total MAI Funds	2,011,206	46,743	334,989	0	0	2,392,938	100.00%	2,011,206	381,732		56,100	3%	50%
	MAI Grant Award	2,057,949	Carry Over:	577,522		Total MAI:	2,635,471							
	Combined Part A and MAI Total	22,506,457												

Footnotes:

- All: When reviewing bundled categories expenditures must be evaluated both by individual service category and by combined categories. One category may exceed 100% of available funding so long as other category offsets this overage.
- (a) Single local service definition is four (4) HRSA service categories (Pcare, LPAP, MCM, Non Med CM). Expenditures must be evaluated both by individual service category and by combined service categories.
- (a.1) Single local service definition is three (3) HRSA service categories (does not include LPAP). Expenditures must be evaluated both by individual service category and by combined service categories.
- (b) Adjustments to reflect actual award based on Increase funding scenario.
- (c) Funded under Part B and/or SS
- (d) Not used at this time
- (e) 10% rule reallocations
- (f) Include MAI funds when reviewing 10% rule reallocations

Priority	Service Category	Original Allocation <i>RWPC Approved Level Funding Scenario</i>	Award Reconciliation (b)	July Adjustments (carryover)	October Adjustments	Final Quarter Adjustments	Total Allocation	Percent of Grant Award	Amount Procured (a)	Procurement Balance	Original Date Procured	Expended YTD	Percent YTD	Percent Expected YTD
1	Outpatient/Ambulatory Primary Care	9,746,354	516,252	0	0	0	10,262,606	49.41%	10,262,606	0		813,116	8%	33%
1.a	Primary Care - Public Clinic (a)	3,570,049	73,790	0	0	0	3,643,839	17.54%	3,643,839	0	3/1/2016	\$0	0%	8%
1.b	Primary Care - CBO Targeted to AA (a) (e) (f)	1,066,552	148,743	0	0	0	1,215,295	5.85%	1,215,295	0	3/1/2016	\$243,809	20%	33%
1.c	Primary Care - CBO Targeted to Hispanic (a) (e) (f)	929,215	128,225	0	0	0	1,057,440	5.09%	1,057,440	0	3/1/2016	\$166,270	16%	33%
1.d	Primary Care - CBO Targeted to White/MSM (a) (e)	926,294	78,076	0	0	0	1,004,370	4.84%	1,004,370	0	3/1/2016	\$141,911	14%	33%
1.e	Primary Care - CBO Targeted to Rural (a) (e)	1,143,032	23,626	0	0	0	1,166,658	5.62%	1,166,658	0	3/1/2016	\$177,056	15%	33%
1.f	Primary Care - Women at Public Clinic (a)	1,863,570	38,519	0	0	0	1,902,089	9.16%	1,902,089	0	3/1/2016	\$0	0%	8%
1.g	Primary Care - Pediatric (a.1)	15,124	313	0	0	0	15,437	0.07%	15,437	0	3/1/2016	\$7,200	47%	33%
1.h	Vision	232,518	24,960	0	0	0	257,478	1.24%	257,478	0	3/1/2016	\$76,870	30%	33%
2	Medical Case Management	2,215,702	0	0	0	0	2,215,702	10.67%	2,215,702	0		440,241	20%	33%
2.a	Clinical Case Management	488,656	0	0	0	0	488,656	2.35%	488,656	0	3/1/2016	\$147,850	30%	33%
2.b	Med CM - Public Clinic (a)	162,622	0	0	0	0	162,622	0.78%	162,622	0	3/1/2016	\$0	0%	8%
2.c	Med CM - Targeted to AA (a) (e)	321,070	0	0	0	0	321,070	1.55%	321,070	0	3/1/2016	\$95,391	30%	33%
2.d	Med CM - Targeted to H/L (a) (e)	321,072	0	0	0	0	321,072	1.55%	321,072	0	3/1/2016	\$37,576	12%	33%
2.e	Med CM - Targeted to W/MSM (a) (e)	107,247	0	0	0	0	107,247	0.52%	107,247	0	3/1/2016	\$22,974	21%	33%
2.f	Med CM - Targeted to Rural (a)	348,760	0	0	0	0	348,760	1.68%	348,760	0	3/1/2016	\$73,297	21%	33%
2.g	Med CM - Women at Public Clinic (a)	180,311	0	0	0	0	180,311	0.87%	180,311	0	3/1/2016	\$0	0%	8%
2.h	Med CM - Targeted to Pedi (a.1)	160,051	0	0	0	0	160,051	0.77%	160,051	0	3/1/2016	\$35,559	22%	33%
2.i	Med CM - Targeted to Veterans	80,025	0	0	0	0	80,025	0.39%	80,025	0	3/1/2016	\$27,596	34%	33%
2.j	Med CM - Targeted to Youth	45,888	0	0	0	0	45,888	0.22%	45,888	0	3/1/2016	\$0	0%	8%
3	Local Pharmacy Assistance Program (a) (e)	2,581,440	53,356	0	0	0	2,634,796	12.68%	2,634,796	0	3/1/2016	\$595,492	23%	33%
4	Oral Health	166,404	0	0	0	0	166,404	0.80%	196,404	-30,000	3/1/2016	\$6,100	29%	33%
4.a	Oral Health - Untargeted (c)	0	0	0	0	0	0	0.00%	0	0	N/A	\$0	0%	0%
4.b	Oral Health - Targeted to Rural	166,404	0	0	0	0	166,404	0.80%	196,404	-30,000	3/1/2016	\$6,100	29%	33%
5	Mental Health Services (c)	0	0	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
6	Health Insurance (c)	1,029,422	0	0	0	0	1,029,422	4.96%	1,029,422	0	3/1/2016	\$318,071	31%	33%
7	Home and Community-Based Services (c)	0	0	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
8	Substance Abuse Services - Outpatient	45,677	0	0	0	0	45,677	0.22%	45,677	0	3/1/2016	\$13,288	29%	33%
9	Early Intervention Services (c)	0	0	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
10	Medical Nutritional Therapy (supplements)	341,395	0	0	0	0	341,395	1.64%	341,395	0	3/1/2016	\$110,851	32%	33%
11	Hospice Services	0	0	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
12	Non-Medical Case Management	1,440,385	0	0	0	0	1,440,385	6.93%	1,440,385	0		163,415	11%	33%
12.a	Service Linkage targeted to Youth	110,793	0	0	0	0	110,793	0.53%	110,793	0	3/1/2016	\$3,253	3%	33%
12.b	Service Linkage targeted to Newly-Diagnosed/Not-in-Care	245,497	0	0	0	0	245,497	1.18%	245,497	0	3/1/2016	\$8,493	3%	33%
12.c	Service Linkage at Public Clinic (a)	490,886	0	0	0	0	490,886	2.36%	490,886	0	3/1/2016	\$0	0%	8%
12.d	Service Linkage embedded in CBO Pcare (a) (e)	593,209	0	0	0	0	593,209	2.86%	593,209	0	3/1/2016	\$151,669	26%	33%
13	Medical Transportation	527,362	0	0	0	0	527,362	2.54%	527,362	0		81,220	15%	33%
13.a	Medical Transportation services targeted to Urban	252,680	0	0	0	0	252,680	1.22%	252,680	0	3/1/2016	\$63,592	25%	33%
13.b	Medical Transportation services targeted to Rural	97,185	0	0	0	0	97,185	0.47%	97,185	0	3/1/2016	\$17,628	18%	33%
13.c	Transportation vouchers (bus passes & gas cards)	177,497	0	0	0	0	177,497	0.85%	177,497	0	3/1/2016	\$0	0%	0%
14	Linguistic Services (c)	0	0	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
15	Legal Assistance	293,406	-293,406	0	0	0	0	0.00%	0	0	NA	\$0	0%	0%
BE027516	Total Service Dollars	18,387,547	276,202	0	0	0	18,663,749	89.85%	18,693,749	-30,000		2,591,793	14%	33%
BE027617	Grant Administration	1,612,704	0	0	0	0	1,612,704	7.76%	1,612,704	0	N/A	404,196	25%	33%
PC	HCPHES/RWGA Section	1,146,388	0	0	0	0	1,146,388	5.52%	1,146,388	0	N/A	\$313,933	27%	33%
BE027521	County Judge & RWPC Support*	466,316	0	0	0	0	466,316	2.24%	466,316	0	N/A	90,263	19%	33%
BE027522	Quality Management	495,000	0	0	0	0	495,000	2.38%	495,000	0	N/A	\$144,573	29%	33%
		20,495,251	276,202	0	0	0	20,771,453	100.00%	20,801,453	-30,000		3,140,563	15%	33%
	Part A Grant Award:	20,771,451	Carry Over:				Total Part A:							
									Unallocated	Unobligated				
									-2	-30,002				

Priority	Service Category	Original Allocation <i>RWPC Approved Level Funding Scenario</i>	Award Reconciliation (b)	July Adjustments (carryover)	October Adjustments	Final Quarter Adjustments	Total Allocation	Percent of Grant Award	Amount Procured (a)	Procurement Balance	Original Date Procured	Expended YTD	Percent YTD	Percent Expected YTD
		Original Allocation	Award Reconciliation (b)	July Adjustments (carryover)	October Adjustments	Final Quarter Adjustments	Total Allocation	Percent	Total Expended on Services	Percent				
	Core (must not be less than 75% of total service dollars)	16,126,394	569,608	0	0	0	16,696,002	89.46%	16,726,002	89.47%				
	Non-Core (may not exceed 25% of total service dollars)	2,261,153	-293,406	0	0	0	1,967,747	10.54%	1,967,747	10.53%				
	Total Service Dollars (does not include Admin and QM)	18,387,547	276,202	0	0	0	18,663,749		18,693,749					
	Total Admin (must be ≤ 10% of total Part A + MAI)	1,612,704	0	0	0	0	1,612,704	7.76%						
	Total QM (must be ≤ 5% of total Part A + MAI)	495,000	0	0	0	0	495,000	2.38%						
MAI Procurement Report														
Priority	Service Category	Original Allocation <i>RWPC Approved Level Funding Scenario</i>	Award Reconciliation (b)	July Adjustments (carryover)	October Adjustments	Final Quarter Adjustments	Total Allocation	Percent of Grant Award	Amount Procured (a)	Procurement Balance	Date of Procurement	Expended YTD	Percent YTD	Percent Expected YTD
1	Outpatient/Ambulatory Primary Care	2,011,206	46,743	0	0	0	2,057,949	100.00%	2,011,206	46,743		56,100	3%	17%
1.b (MAI)	Primary Care - CBO Targeted to African American	1,016,618	23,627			0	1,040,245	50.55%	1,016,618	23,627	3/1/2016	\$28,050	3%	17%
1.c (MAI)	Primary Care - CBO Targeted to Hispanic	994,588	23,116			0	1,017,704	49.45%	994,588	23,116	3/1/2016	\$28,050	3%	17%
	Total MAI Service Funds	2,011,206	46,743	0	0	0	2,057,949	100.00%	2,011,206	46,743		56,100	3%	17%
	Grant Administration	0	0	0	0	0	0	0.00%	0	0		0	0%	0%
	Quality Management	0	0	0	0	0	0	0.00%	0	0		0	0%	0%
	Total MAI Non-service Funds	0	0	0	0	0	0	0.00%	0	0		0	0%	0%
	Total MAI Funds	2,011,206	46,743	0	0	0	2,057,949	100.00%	2,011,206	46,743		56,100	3%	17%
	MAI Grant Award	2,057,949	Carry Over:	0		Total MAI:	2,057,949							
	Combined Part A and MAI Total	22,506,457												
Footnotes:														
All	When reviewing bundled categories expenditures must be evaluated both by individual service category and by combined categories. One category may exceed 100% of available funding so long as other category offsets this overage.													
(a)	Single local service definition is four (4) HRSA service categories (Pcare, LPAP, MCM, Non Med CM). Expenditures must be evaluated both by individual service category and by combined service categories.													
(a.1)	Single local service definition is three (3) HRSA service categories (does not include LPAP). Expenditures must be evaluated both by individual service category and by combined service categories.													
(b)	Adjustments to reflect actual award based on Increase funding scenario.													
(c)	Funded under Part B and/or SS													
(d)	Not used at this time													
(e)	10% rule reallocations													
(f)	Include MAI funds when reviewing 10% rule reallocations													

HARRIS COUNTY PUBLIC HEALTH - RYAN WHITE GRANT ADMINISTRATION

APPROVED LIST OF DIAGNOSTIC PROCEDURES

(For Part A Primary Medical Care Subcontractors)

The diagnostic code and client's 11-digit code must be written on the invoice to process reimbursement. The code on invoice and CPCDMS SubCat code on Billing History Report must match.

Diagnostic Procedure	CPCDMS SubCat Code	Diagnostic Code (for Invoice)
HEP C RNA	HCRNA	DP01
Bronchoscopy	BRONC	DP02
EGD	EGD	DP03
Flexible Sigmoidoscopy	SIGM	DP04
Barium Studies	BARM	DP05
Colposcopy	COLPO	DP06
Echocardiogram	ECHO	DP07
Liver Biopsies	LVRBX	DP08
Gastroscopies	GASTR	DP09
Sonogram	SONO	DP10
Radiological Procedures: non-routine chest, cervical spine, lumbar spine, upper extremities, lower extremities, KUB-abdomen, I.V.P. - Intravenous Pyleograms, Barium Swallow, and Ultrasound	RSPRC ULTRA	DP11
Bone Densitometry/Bone Density Testing	BONE	DP12
Stress EKG/EKG 12 lead	EKG	DP13
Biopsy – Other	BIOP	DP14
MRI Scan as dictated by exam/clinical course	MRI	DP15
Upper & Lower GI	GI	DP16
KS Lesion – punch biopsy	KSBX	DP17
Lumbar Puncture	LUMB	DP18
Incision/removal of cyst	CYST	DP19
Mammogram	MAMM	DP20
Lumpectomy	LUMP	DP21
CAT Scan	CSCAN	DP22
Genotypic testing	GENO	DP23
Phenotypic testing	PHENO	DP24
Liquid Cytology	LCPAP	DP25
Colonoscopy	COLON	DP26
Condyloma excision (outpatient procedure only)	CONDY	DP27
Trofile test	TRFL	DP28
Other Diagnostic Procedure Approved With Waiver	WAIVR	DP99

This information and updates are available at www.hcphtx.org/Services-Programs/Programs/RyanWhite

Houston Ryan White Health Insurance Assistance Service Utilization Report



Period Reported:

9/1/2015-8/31/16

Revised: 10/11/2016

Request by Type	Assisted			NOT Assisted		
	Number of Requests (UOS)	Dollar Amount of Requests	Number of Clients (UDC)	Number of Requests (UOS)	Dollar Amount of Requests	Number of Clients (UDC)
Medical Co-Payment	846	\$70,592.17	464			0
Medical Deductible	785	\$171,876.42	449			0
Medical Premium	7300	\$2,234,515.60	1050			0
Pharmacy Co-Payment	6123	\$524,027.97	1424			0
APTC Tax Liability	1	\$253.00	0			0
Out of Network Out of Pocket	0	\$0.00	0			0
ACA Premium Subsidy Repayment	14	\$2,458.00	3387	NA	NA	NA
Totals:	15069	\$2,998,807.16		0	\$0.00	

Comments: This report represents services provided under all grants.

From: Email to Tori Williams from Cynthia Aguries
Date: Monday, October 17, 2016

Good Morning Tori,

We were working to get the State Services - Service Utilization Report to present at the RWPC meeting. However, the information was not available in ARIES to report efficient information. The attached report does not have data from June thru August of 2016.

I contacted the CPCDMS office to inquire the lag and the response is as follow:

"The Houston contracts have not been uploaded for June, July, and August of 2016. It has been uploaded into CPCDMS by our providers, but it has not been uploaded into ARIES from CPCDMS. It was reported to us that Judy just finished the grant application and is now working on uploads to ARIES."

We at TRG apologize for not having it available for you. But, as you see, it is beyond our control.

We will try to inform you prior to your meetings in the future if we are unable to provide them for you.

Thank you,

Cynthia W. Aguries

Client Level – Data Analyst
The Resource Group
500 Lovett Blvd. Suite 100
Houston, Texas 77006
713 526-1016 ext. 105
Fax: 713 526-2369

Increased Funding Request from the Office of Support

To: The Ryan White Operations and Priority and Allocations Committees

From: Tori Williams, Director
Ryan White Office of Support

Date: October 14, 2016

The Ryan White Office of Support respectfully requests increased funding for the Office of Support Budget for the following purposes:

Road 2 Success – Spanish Class (room rental, written translation, ads, refreshments, office supplies and more)	\$6,000
Reception Desk (modular desk with significant storage)	4,000
Equipment (4 computers to replace obsolete units)	4,000
Office Supplies (Physician notebooks and other supplies to assist with linkage to care)	<u>1,500</u>
TOTAL	\$15,500

Road 2 Success Classes - January 2016

Itemized Costs

ITEM	COST
Food for 3 classes	2,123.64
Food for 1 dress rehearsal (Jason's Deli, water, cookies)	141.99
Room Rental for 3 classes	725.00
ASL Interpreters	1,276.74
Spanish Interpreters	432.13
	Total: 1,708.87
Advertising (classes 1 & 2 only)	1,000.00
	600.00
	627.00
	Total: 2,227.00
Supplies *\$600 for toner (Staples, Texas Art Supply)	907.28*
Transportation Reimbursement	728.28
TOTAL COST	\$8,562.06

BUDGET

Road 2 Success Classes – November 2016 and January 2017

ITEM	ESTIMATED COST*
Food	2,700.00
Lunch for dress rehearsals \$150 x 2	300.00
Light breakfast \$300 x 3 classes	900.00
Lunch \$500 x 3 classes	1,500.00
Room Rental	1,710.00
Class #1 – Montrose Center	270.00
Class #2 – Leonel Castillo Community Center	1,050.00
Class #3 – Montrose Center	390.00
Interpreters	2,180.00
ASL - Class #1 and #3	1,230.00
Spanish - Class #1 and #3, volunteers for Class #2	950.00
Spanish Translation	2,500
Spanish Materials/Handouts for Classes #2 and #3	
Advertising	4,240.00
Class #1 and #3 – Houston Defender	1,230.00
Class #1 and #3 – Outsmart	950.00
Class #1 and #3 – Houston Community Newspapers	1,260.00
Class #2 – Semana	800.00
Supplies (color toner, paper, etc.)	600.00
Transportation Reimbursement	750.00
TOTAL ESTIMATED COST	14,680.00

*Cost estimates based on previous events

2016 QUARTERLY REPORT
PRIORITY AND ALLOCATIONS COMMITTEE
(submitted November 2016)

Status of Committee Goals and Responsibilities (* means mandated by HRSA):

1. Conduct training to familiarize committee members with decision-making tools.
Status:

2. Review the final quarter allocations made by the administrative agents.
Status:

3. *Improve the processes for and strengthen accountability in the FY 2017 priority-setting, allocations and subcategory allocations processes for Ryan White Parts A and B and State Services funding.
Status:

4. When applicable, plan for specialty dollars like Minority AIDS Initiative (MAI) and special populations such as Women, Infants, Children and Youth (WICY) throughout the priority setting and allocation processes.
Status:

5. *Determine the FY 2017 priorities, allocations and subcategory allocations for Ryan White Parts A and B and State Services funding.
Status:

6. *Review the FY 2016 priorities as needed.
Status:

7. *Review the FY 2016 allocations as needed.
Status:

8. Evaluate the processes used.
Status:

9. Annually, review the status of Committee activities identified in the current Comprehensive Plan.
Status:

Status of Tasks on the Timeline:

Committee Chairperson

Date