

Houston Area HIV Services Ryan White Planning Council

Priority & Allocations Committee Meeting

11:30 a.m., Thursday, May 24, 2018

Meeting Location: 2223 West Loop South, Room 416
Houston, TX 77027

AGENDA

- I. Call to Order Peta-gay Ledbetter and
Bruce Turner, Co-Chairs
- A. Moment of Reflection
- B. Approval of Agenda
- C. Approval of Minutes
- II. Public Comment – **SEE ATTACHED**
(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 status. **When signing in, guests are not required to provide their correct or complete names.** 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 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 living with HIV”, 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. Old Business
- A. FY 2018 RW Part A/MAI Notice of Grant Award Carin Martin
- B. Reports from Administrative Agents – Parts A and B
- C. TRG staff is not available to meet Mon. June 18, 2018 Tori Williams
- IV. Priority Setting Process
- A. Review the policy for setting priorities
- B. Determine FY19 Service Priorities using the FY16 Needs Assessment:
- 1) Determine the needs assessment scores Amber Harbolt
 - 2) Public Comment – must be directly related to either the midpoints or the numerical ranking of a particular service
 - 3) Vote on the FY19 service priorities
- V. New Business
- A. Part B/SS* Letter of Agreement
- B. Quarterly Committee Report
- VI. Announcements
- 1) Special Committee Meetings: **CANCELLED:** 11 am, Fri., June 15, 2018
11 am – 4 pm, Mon., June 18, 2018
11 am – 4 pm, Tues., June 19, 2018
 - 2) Vote on the FY19 Allocations: 11:30 am, **WED, June 27, 2018**
 - 3) Public Hearing: 7 p.m., Mon., July 2, 2018 at the City Annex
 - 4) Special Priority & Allocations Committee meeting: 10 am, Tues., July 3, 2018
- VII. Adjourn

Houston Area HIV Services Ryan White Planning Council

Priority & Allocations Committee Meeting

12:00 p.m., Thursday, February 22, 2018

Meeting Location: 2223 West Loop South, Room 240, Houston, Texas 77027

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
C. Bruce Turner, Co-Chair	J. Hoxi Jones, excused	<i>The Resource Group</i>
Peta-gay Ledbetter, Co-Chair		Patrick Martin
Ella Collins-Nelson		
Bobby Cruz		<i>Ryan White Grant Admin</i>
Paul Grunenwald		Carin Martin
Angela F. Hawkins		Tasha Traylor
Allen Murray		Heather Keizman
Krystal Perez		
		<i>Office of Support</i>
		Tori Williams
		Diane Beck

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

Call to Order: Bruce Turner, Co-Chair, called the meeting to order at 12:11 p.m. and asked for a moment of reflection.

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

Approval of the Minutes: **Motion #2:** *it was moved and seconded (Hawkins, Collins-Nelson) to approve the October 26, 2017 minutes. Motion carried. Abstention: Perez*

Public Comment: See attached. Turner asked if the person who sent the public comment could come in to answer questions and provide more information. Williams said that the committee can put together questions and she will forward them to be addressed for the committee.

2018 Committee Goals: **Motion #3:** *it was moved and seconded (Hawkins, Collins-Nelson) to use the same committee goals in 2018 as were used in 2017. Motion carried unanimously.*

Committee Orientation: Williams reviewed the attached documents: Timeline of Critical 2018 Council Activities, Committee Meeting Schedule, and Conflict of Interest and Voting Policies.

Motion #4: *it was moved and seconded (Hawkins, Collins-Nelson) to change the committee meeting time to 11:30 a.m. Motion carried unanimously.*

Determine the FY 2019 Principles & Criteria: The committee made various changes to the document including removal of stigmatizing language, see attached. **Motion #5:** *it was moved and seconded (Collins-Nelson, Hawkins) to approve the attached FY 2018 Principles and Criteria for FY 2019 with the suggested changes.* **Motion carried unanimously.**

Determine the FY 2019 Priority Setting Process: **Motion #6:** *it was moved and seconded (Turner, Hawkins) to approve the attached FY 2018 Priority Setting Process for FY 2019.* **Motion carried unanimously.**

Determine the FY 2018 Policy on Allocating Unspent Funds: The committee made minor edits to the document. **Motion #7:** *it was moved and seconded (Hawkins, Collins-Nelson) to approve the attached FY 2018 Policy for Addressing Unobligated and Carryover Funds with the suggested changes.* **Motion carried unanimously.**

Continuation of the Subcategory Review Process: See attached memo. Williams said that the Subcategory Review Process used to come from the Office of Support but as of last year it is sent from the two administrative agencies. There has been no response to this memo for several years. The committee asked the staff to continue the process in 2018.

Old Business:

Updates on FY 2018 HRSA Grant Award: C. Martin stated that there is no new information.

General updates from Ryan White Part B/State Services: P. Martin said that last year, \$600,000 was allocated to the compassionate care program for use by Houston area primary care organizations. The Texas Department of State Health Services would like to expand the program throughout the State. If unspent funds, some may be used for the Positive Links program.

New Business:

Proposed Idea Forms: The committee reviewed attached form. **Motion #8:** *it was moved and seconded (Murray, Hawkins) to approve the 2017 Proposed Idea Form for use in 2018.* **Motion carried unanimously.**

Elect a Committee Vice Chair: Collins-Nelson nominated Krystal Perez for committee Vice Chair; she accepted the nomination. **Motion #9:** *it was moved and seconded (Collins-Nelson, Hawkins) to appoint Krystal Perez as committee Vice Chair.* **Motion carried unanimously.**

Announcements: The March meeting is cancelled but members are encouraged to attend the Joint Committee Meeting with the Quality Improvement and Affected Community Committees on March 13, 2018 at 2:00 p.m.

Adjournment: The meeting adjourned at 1:46 p.m.

Submitted by:

Approved by:

Tori Williams, Director

Date

Committee Chair

Date

Scribe: Beck

C = chaired the meeting; JA = just arrived; LM = left meeting

2018 Priority & Allocations Committee Voting Record for 02/22/18

MEMBERS	Motion #1 Agenda Carried				Motion #2 Minutes Carried				Motion #3 Goals Carried				Motion #4 Committee Meeting Time Carried			
	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN	ABSENT	YES	NO	ABSTAIN
C. Bruce Turner, Co-Chair				C				C				C				C
Peta-gay Ledbetter, Co-Chair		X				X				X				X		
Ella Collins-Nelson		X				X				X				X		
Bobby Cruz		X				X				X				X		
Paul Grunenwald		X				X				X				X		
Angela F. Hawkins		X				X				X				X		
J. Hoxi Jones	X				X				X				X			
Allen Murray		X				X				X				X		
Krystal Perez		X						X		X				X		

MEMBERS	Motion #5 Principles & Criteria Carried				Motion #6 Priority Setting Process Carried				Motion #7 Unspent Funds Policy Carried				Motion #8 Proposed Idea Forms Carried				Motion #9 Committee Vice Chair 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				C				C				C				C				C
Peta-gay Ledbetter, Co-Chair		X				X				X				X				X		
Ella Collins-Nelson		X				X				X				X				X		
Bobby Cruz		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				
Allen Murray		X				X				X				X				X		
Krystal Perez		X				X				X				X				X		

The Houston Regional HIV/AIDS Resource Group, Inc.
FY 1718 Ryan White Part B
Procurement Report
April 1, 2017 - March 31, 2018



Reflects spending through March 2018
(not the final)

Spending Target: 100%

Revised 5/9/2018

Priority	Service Category	Original Allocation per RWPC	% of Grant Award	Amendment*	Contractual Amount	% of Grant Award	Date of Original Procurement	Expended YTD	Percent YTD
6	Oral Health Care *	\$2,370,346	71%	(\$434,450)	\$1,935,896	67%	4/1/2017	\$1,635,781	69%
7	Health Insurance Premiums and Cost Sharing	\$726,885	22%	(\$16,122)	\$710,763	25%	4/1/2017	\$791,713	109%
9	Home and Community Based Health Services**	\$232,000	7%	(\$3,840)	\$228,160	8%	4/1/2017	\$113,504	49%
Total Houston HSDA		3,329,231	100%	(\$454,412)	\$2,874,819	100%		2,540,998	76%

Note: Spending variances of 10% will be addressed:

* Services were disrupted during Hurricane Harvey and lack of full staff resulted in less services and less expenses.

** Services utilization has decreased. Changes in program have been implemented. Service category may need an allocation reduction.

The Houston Regional HIV/AIDS Resource Group, Inc.
FY 1718 DSHS State Services
Procurement Report
September 1, 2017- August 31, 2018



Chart reflects spending through March 2018

Spending Target: 58%

Revised 5/9/2018

Priority	Service Category	Original Allocation per RWPC	% of Grant Award	Amendment	Contractual Amount	% of Grant Award	Date of Original Procurement	Expended YTD	Percent YTD
6	Mental Health Services*	\$300,000	16%		\$300,000	16%	9/1/2017	\$96,722	32%
7	Health Insurance Premiums and Cost Sharing**	\$937,694	50%		\$937,694	50%	9/1/2017	\$670,391	71%
9	Hospice	\$414,832	22%		\$414,832	22%	9/1/2017	\$196,460	48%
11	EIS - Incarcerated	\$170,000	9%		\$170,000	9%	9/1/2017	\$75,558	44%
16	Linguistic Services ***	\$51,211	3%		\$51,211	3%	9/1/2017	\$23,427	46%
Total Houston HSDA		1,873,737	100%	\$0	\$1,873,737	100%		1,062,559	57%

Note: Spending variances of 10% will be addressed:

* Service utilization is lagging

** Agency is focusing on State Services spending now that RWA and RWB closed in February and March respectively.

*** The March expense report has not been submitted.

The Houston Regional HIV/AIDS Resource Group, Inc.
FY 1718 DSHS State Services Rebate
Procurement Report
September 1, 2017- August 31, 2018



Chart reflects spending through March 2018

Spending Target: 58%

Revised 5/9/2018

Priority	Service Category	Original Allocation per	% of Grant	Amendm ent	Contractual Amount	% of Grant	Date of Original	Expended YTD	Percent YTD
6	ADAP Eligibility Worker	\$375,000	38%		\$375,000	38%	9/1/2017	\$199,361	53%
7	Emergency Financial Assistance**	\$600,000	62%		\$600,000	62%	9/1/2017	\$123,976	21%
Total Houston HSDA		975,000	100%	\$0	\$975,000	100%		323,337	33%

Note: Spending variances of 10% will be addressed

** The public clinic is yet to utilize services, however, DSHS has expanded statewide.

Houston Ryan White Health Insurance Assistance Service Utilization Report



Period Reported:

09/01/2017-03/31/2018

Revised:

5/7/2018

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	1083	\$99,760.59	455			0
Medical Deductible	67	\$23,596.48	54			0
Medical Premium	3903	\$1,529,514.54	828			0
Pharmacy Co-Payment	2289	\$271,127.16	818			0
APTC Tax Liability	0	\$0.00	0			0
Out of Network Out of Pocket	0	\$0.00	0			0
ACA Premium Subsidy Repayment	7	\$1,417.00	14	NA	NA	NA
Totals:	7349	\$1,922,581.77	2169	0	\$0.00	

Comments: This report represents services provided under all grants.

Houston Ryan White Health Insurance Assistance Service Utilization Report



Period Reported:

09/01/2017-01/31/2018

Revised:

3/5/2018

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	529	\$44,219.03	207			0
Medical Deductible	225	\$34,743.54	138			0
Medical Premium	2736	\$1,062,199.57	780			0
Pharmacy Co-Payment	1527	\$163,091.35	545			0
APTC Tax Liability	0	\$0.00	0			0
Out of Network Out of Pocket	0	\$0.00	0			0
ACA Premium Subsidy Repayment	7	\$1,417.00	14	NA	NA	NA
Totals:	5024	\$1,302,836.49	1684	0	\$0.00	

Comments: This report represents services provided under all grants.

2017-2018 Ryan White Part B Service Utilization Report
4/1/2017 - 3/31/2018 Houston HSDA (4816)
4th Quarter

Revised 5/7/2018

Funded Service	UDC		Gender				Race				Age Group							
	Goal	YTD	Male	Female	FTM	MTF	AA	White	Hisp	Other	0-12	13-19	20-24	25-34	35-44	45-49	50-64	65+
Health Insurance Premiums & Cost Sharing Assistance	941	941	81.9%	17.8%	0.0%	0.3%	40.1%	28.8%	28.9%	2.2%	0.1%	0.1%	1.6%	14.0%	16.4%	15.5%	45.4%	6.9%
Home & Community Based Health Services	40	25	68.0%	32.0%	0.0%	0.0%	80.0%	4.0%	16.0%	0.0%	0.0%	0.0%	0.0%	8.0%	20.0%	60.0%	12.0%	
Oral Health Care	4,180	2,791	144.4%	197.7%	0.0%	2.3%	106.3%	29.3%	6.9%	3.2%	0.0%	0.2%	2.2%	17.0%	19.9%	13.3%	40.4%	7.0%
Unduplicated Clients Served By RW Part B Funds:	NA	3,757	294.33%	247.43%	0.00%	2.65%	226.4%	62.1%	51.8%	5.4%	0.0%	0.1%	1.2%	10.4%	14.8%	16.3%	48.6%	8.6%

UPDATED:
05/11/18

All meetings subject to
change. Please call in
advance to confirm:
713 572-3724

*Unless otherwise noted,
meetings are held at:*

2223 W. Loop South,
Suite 240
Houston, TX 77027

June 2018

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5 National HIV Long- Term Survivor Awareness Day	6	7 12 noon Steering Committee	8 National Caribbean American HIV Awareness Day	9
10	11	12	13	14 12 noon Planning Council Room 532 2:00 p.m. Comp HIV Planning Room 532	15 CANCELLED Priority & Allocations Special meeting	16
17	18 11:00 a.m.-4:00 p.m. Priority & Allocations Special meeting Room 416 CANCELLED Affected Community	19 11:00 a.m.-4:00 p.m. Priority & Allocations Special meeting Room 416 CANCELLED Quality Improvement	20	21	22	23
24	25	26 10:00 a.m. Operations	27 Nat'l HIV Testing Day 9:00 a.m. SIRR Re-Entry Summit Kashmere MSC 4802 Lockwood Dr. 77026 11:30 a.m. Priority & Allocations Room 416	28	29	30

FY 2019 Priority Setting Process

(Priority and Allocations Committee approved 02-22-18)

1. Agree on the principles to be used in the decision making process.
2. Agree on the criteria to be used in the decision making process.
3. Agree on the priority-setting process.
4. Agree on the process to be used to determine service categories that will be considered for allocations. (This is done at a joint meeting of members of the Quality Improvement, Priority and Allocations and Affected Community Committees and others, or in other manner agreed upon by the Planning Council).
5. Staff creates an information binder containing documents to be used in the Priority and Allocations Committee decision-making processes. The binder will be available at all committee meetings and copies will be made available upon request.
6. Committee members attend a training session to review the documents contained in the information binder and hear presentations from representatives of other funding sources such as HOPWA, Prevention, Medicaid and others.
7. Staff prepares a table that lists services that received an allocation from Part A or B or State Service funding in the current fiscal year. The table lists each service category by HRSA-defined core/non-core category, need, use and accessibility and includes a score for each of these five items. The utilization data is obtained from calendar year CPCDMS data. The medians of the scores are used as guides to create midpoints for the need of HRSA-defined core and non-core services. Then, each service is compared against the midpoint and ranked as equal or higher (H) or lower (L) than the midpoint.
8. The committee meets to do the following. This step occurs at a single meeting:
 - Review documentation not included in the binder described above.
 - Review and adjust the midpoint scores.
 - After the midpoint scores have been agreed upon by the committee, **public comment** is received.
 - During this same meeting, the midpoint scores are again reviewed and agreed upon, taking public comment into consideration.
 - Ties are broken by using the first non-tied ranking. If all rankings are tied, use independent data that confirms usage from CPCDMS or ARIES.
 - By matching the rankings to the template, a numerical listing of services is established.
 - Justification for ranking categories is denoted by listing principles and criteria.
 - Categories that are not justified are removed from ranking.
 - If a committee member suggests moving a priority more than five places from the previous year's ranking, this automatically prompts discussion and is challenged; any other category that has changed by three places may be challenged; any category that moves less than three places cannot be challenged unless documentation can be shown (not cited) why it should change.
 - The Committee votes upon all challenged categorical rankings.
 - At the end of challenges the entire ranking is approved or rejected by the committee.

(Continued on next page)

9. At a subsequent meeting, the Priority and Allocations Committee goes through the allocations process.
10. Staff removes services from the priority list that are not included on the list of services recommended to receive an allocation from Part A or B or State Service funding. The priority numbers are adjusted upward to fill in the gaps left by services removed from the list.
11. The single list of recommended priorities is presented at a Public Hearing.
12. The committee meets to review public comment and possibly revise the recommended priorities.
13. Once the committee has made its final decision, the recommended single list of priorities is forwarded as the priority list of services for the following year.

Worksheet for Determining FY 2019 Service Priorities

Core Services	HL Scores	HL Rank	Approved FY 2018 Priorities	Proposed FY 2019 Priorities	Justification
Ambulatory/Outpatient Medical Care	HHH	2	1		
Medical Case Management	HHH	2	2		
Local Pharmacy Assistance Program	HHH	2	3		
Oral Health Services	HLL	3	4		
Health Insurance	HLH	4	5		
Mental Health Services	HLH	4	6		
Early Intervention Services (jail)	LLH	7	7		
Day Treatment	LLH	7	8		
Substance Abuse Treatment	LLH	7	9		
Medical Nutritional Therapy	LLL	8	10		
Hospice*	-	-	11		

Support Services	HL Scores	HL Rank	Approved FY 2018 Priorities	Proposed FY 2019 Priorities	Justification
Outreach*	--	--	12		Justification in 2017: Due to 64% retention rates and a Comprehensive Plan goal of 85%, make this service the first priority among support services.
Non-medical case management	HHL	1	13		
Medical Transportation	LLH	7	14		
Linguistics Services	LLH	7	15		
Emergency Financial Assistance	--		16		
Referral for Health Care & Support Services	--	--	17		

*Hospice, Emergency Financial Assistance, Referral for Health Care and Outreach do not have HL Score or HL Rank as they were not included in the 2016 Needs Assessment service category need and accessibility rankings.

HOUSTON EMA/HSDA Needs Assessment Rankings

Chart for Determining FY2018 Service Priorities

Core Service	Need	Use	Access Ease	Need	Use	Access Ease	HL Scores	HL Rank	Tie Breaker	Changes	Ranking
Primary Care	94	7,535	90	H	H	H	HHH	2	1		HHL 1
Medical/Clinical Case Management	83	6,270	88	H	H	H	HHH	2	2		HHH 2
Local Medication Assistance	74	4,392	89	H	H	H	HHH	2	3		HLL 3
Oral Health Services	73	3,372	76	H	L	L	HLL	3	4		HLH 4
Health Insurance	59	2,102	85	H	L	H	HLH	4	5		LHL 5
Mental Health Services	53	351	88	H	L	H	HLH	4	6		LHH 6
Early Intervention Services (jail)	7	926	85	L	L	H	LLH	7	7		LLH 7
Day Treatment	31	38	92	L	L	H	LLH	7	8		LLL 8
Substance Abuse Treatment	24	30	92	L	L	H	LLH	7	9		
Medical Nutritional Therapy	38	501	82	L	L	L	LLL	8	10		
Hospice		40			L				11		
Proposed MIDPOINTS	51	3,783	83								

Support Service	Need	Use	Access Ease	Need	Use	Access Ease	High-Low Scores	HL Rank	Tie Breaker	Changes
Outreach Services									12	
Non-medical Case Management*	93	6,796	74	H	H	L	HHL	1	13	
Medical Transportation	47	2,894	85	L	L	H	LLH	7	14	
Linguistics Services	6	67	93	L	L	H	LLH	7	15	
Emergency Financial Assistance									16	
Referral for Health Care & Support Services									17	
Proposed MIDPOINTS	50	3,432	84							

*Question regarding linkage to care window changed from 3 months to 1 month in 2016 NA.

Midpoint=Highest Use+Lowest Use/2
High (H)=Use above the midpoint
Low (L)=Use below the midpoint

Needs Assessment Data for FY 2018 Priorities

05-24-17

Need		Accessibility	
<u>Service Category</u>	<u>Proportion</u>	<u>Service Category</u>	<u>Proportion</u>
<i>Medical</i>		<i>Medical</i>	
Case management	83	Case management	88
Day treatment	31	Day treatment	92
Early intervention (jail only)	7	Early intervention (jail only)	85
Health insurance assistance	59	Health insurance assistance	85
Local medication assistance	74	Local medication assistance	89
Medical nutrition therapy	38	Medical nutrition therapy	82
Mental health services	53	Mental health services	88
Oral health care	73	Oral health care	76
Primary care	94	Primary care	90
Substance abuse services	24	Substance abuse services	92
	<hr/>		<hr/>
	Mean 54		Mean 87
<i>Non-Medical</i>		<i>Non-Medical</i>	
Emergency Financial Assistance	---	Emergency Financial Assistance	---
Linguistic Services	6	Linguistic Services	93
Non-Medical Case Management	93	Non-Medical Case Management	74
Outreach Services	---	Outreach Services	---
Referral for Health Care & Support Services	---	Referral for Health Care & Support Services	---
Transportation	47	Transportation	85
	<hr/>		<hr/>
	Mean 49		Mean 84

DRAFT Key to Priority Setting Using 2014 Needs Assessment Data

(May 11, 2018)

Criteria	Definition	Data Source	Formula
1. Need	Proportion of consumers reporting a need for the service in the past 12 months	Needs Assessment	<p>$(a + b)/N = x*100$ (rounded)</p> <p><i>a</i> = total # of NA respondents selecting “I needed this service, and it was easy to get” per service category</p> <p><i>b</i> = total # of NA respondents selecting “I needed this service, and it was difficult to get” per service category</p> <p><i>N</i> = total # of NA respondents</p> <p><i>x</i> = percent indicating a need for the service per service category</p>
2. Use	Number of clients who used the service in the past 12 months	CPCDMS	# of unduplicated clients per service category for a designated calendar year (1/1 – 12/31)
3. Availability	Proportion of consumers reporting the service was easy to access in the past 12 months	Needs Assessment	<p>$n/N = x*100$ (rounded)</p> <p><i>n</i> = total # of NA respondents selecting “I needed this service, and it was easy to get” per service category</p> <p><i>N</i> = total # of NA respondents indicating need for the service per service category (see <i>a + b</i> above)</p> <p><i>x</i> = percent indicating service accessibility per service category</p>

Other Possible Criteria*

- **Access (revised):** Number of reported barriers per service compared to mean for all services (quantified as % above/below or as a simple High/Low for Above/Below mean)
- **Quality:** Proportion of clients achieving desired health outcome of the service in the past 12 months (quantified as % or as simple High/Low for Above/Below benchmark)
- **Out-of-Care:** Proportion of out-of-care consumers reporting a need for the service in the past 12 months
- **Newly-Diagnosed/EIHA:** Proportion of newly-diagnosed consumers reporting a need for the service in the past 12 months

*Source document: Ryan White HIV/AIDS Program Part A Manual – Revised 2013, pg. 2013-204.

DRAFT THAT INCLUDES 2012 SUGGESTED CHANGES

Houston Area HIV Services Ryan White Planning Council
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax

LETTER OF AGREEMENT

Parties to the Letter of Agreement:

1. Harris County Judge – The “Chief Elected Official” (CEO)
2. Houston Eligible Metropolitan Area (EMA) Ryan White Part A Planning Council – The “Planning Council” (RWPC)
3. Houston EMA Office of Support for the Ryan White Part A Planning Council
4. Texas Department of State Health Services (TDSHS) - Part B Grantee
5. Houston Regional HIV/AIDS Resource Group, Inc. - Houston HIV Service Delivery Area (HSDA) Part B Administrative Agency
6. Harris County Public Health Services, Ryan White Grant Administration Section (HCPHS/RWGA) - Houston EMA Part A Administrative Agency

PURPOSE

This Letter of Agreement is created to facilitate cooperative and collaborative working relationships between and among the Ryan White Part B Administrative Agency (AA) and the Ryan White Part A Planning Council, its affiliated AA and the Planning Council staff. The Health Resources and Services Administration (HRSA), a division of the United States Department of Health and Human Services, encourages stakeholders to draft a Letter of Agreement (LOA) to better define responsibilities for the Houston Eligible Metropolitan Area (EMA) and the Houston Health Services Delivery Area (HSDA) designated by the Texas Department of State Health Services (TDSHS). The Houston EMA is designated by HRSA to receive Ryan White Program Part A funds to provide services to People Living with HIV/AIDS (PLWH/A). The Houston EMA is a six-county area in southeast Texas that consists of Chambers, Fort Bend, Harris, Liberty, Montgomery and Waller counties. The Houston HSDA consists of these same six counties and four others – Austin, Colorado, Walker and Wharton.

This document is not intended to restate all HRSA and TDSHS rules, but rather to clarify entity roles and outline procedures that will foster productive interaction and efficient communication between and among the six stakeholders.

This LOA is a dynamic tool to help the principle stakeholders avert conflict and foster collaborative relationships and decision-making processes. The underlying foundation of the agreement is the principle of mutual respect. Mutual respect is created through open communication, active listening, seeking understanding, and acknowledging our mutual goals. This document is built upon the understanding that the six entities are equal stakeholders in the Ryan White process with the mutual goal of helping individuals and families living with HIV/AIDS obtain the highest quality and most appropriate Ryan White Program eligible services.

HRSA DEFINED ROLES AND DUTIES

The following is taken from the 2002 HRSA Title I (Part A) manual and the Title I (Part A) Planning Council Primer and describes the role and duties of the:

Chief Elected Official (CEO or Grantee for Part A):

The CEO is the person who officially receives the Part A Ryan White Program funds. In the Houston Eligible Metropolitan Area (EMA), the CEO is the County Judge, making the Judge ultimately responsible for administering all aspects of the Part A funds. Duties include: ensuring that all legal requirements are met, appointing all members of the Planning Council and selecting the Harris County Public Health Services (HCPHS) to be the Administrative Agency (or grantee) for the Part A funding.

Houston Ryan White Part A Planning Council

This entity is a group of volunteers appointed by the CEO whose purpose is to plan for and oversee the delivery of services to persons with HIV in the defined EMA/HSDA. Duties include: setting up planning body operations; setting priorities; allocating resources to those priorities; and assessing the administrative mechanism which means reviewing how long the grantee takes to pay providers, reviewing whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds are spent. The Council also works with the Administrative Agencies to assess need, develop a comprehensive plan, coordinate with other Ryan White Program programs and services, and reallocate funds. The Council reports to the CEO.

Planning Council Office of Support:

This entity provides administrative support to the Council. Duties include: coordinating and staffing all Council processes; interfacing with HRSA, the CEO's Office and other County Offices regarding Council business; and assisting Council members to stay in compliance with federal and county rules and regulations as well as Council bylaws, policies and procedures. The Manager of the Office of Support reports to the Planning Council and the CEO.

Ryan White Part A Administrative Agency (CEO's Agent, also called the Part A grantee):

This entity carries out the day-to-day administrative activities required to implement and administer services in the defined EMA according to the plan set forth by the Planning Council. Duties include: procuring services for people living with HIV or AIDS (PLWH/A) consistent with Planning Council priorities and allocations, including all aspects of the RFP, review, award and contracting process with service providers; establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV/AIDS disease; ensuring that Ryan White Program Part A funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part A applications; assuring all services are in compliance with HRSA rules and regulations; limiting grantee administrative costs; limiting contractor administrative costs; monitoring contracts; advising the Council on HRSA mandates; and working with the Council to assess need, develop a comprehensive plan, coordinate with other Ryan White Program grantees and service providers programs and services, and reallocate funds.

Texas Department of State Health Services (TDSHS)

This entity is the Ryan White Program Part B and State Services (SS) Grantee for the state of Texas. The Part B grantee is the entity that officially receives the Part B funds. In Texas, TDSHS

is ultimately responsible for administering all aspects of Part B and SS funds. Duties include: ensuring that all legal requirements are met, selecting and contracting with Part B/SS AAs, providing oversight, monitoring and technical assistance to AAs in the planning and implementation of Part B/SS funds.

Houston Regional HIV/AIDS Resource Group, Inc.

This entity is contracted by TDSHS to carry out the day-to-day administrative activities required to implement and administer services in the Part B and State Services (SS) HIV/AIDS Administrative Service Area (HASA) according to the comprehensive plan. Duties include: procuring services for PLWH/A consistent with the local priorities and allocation as approved by TDSHS, including all aspects of the RFP, review, award and contracting process with service providers: establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV/AIDS disease; **(ADD): ensuring services to rural residents with HIV/AIDS disease residing in the HSDA**; ensuring that Ryan White Program funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting Part B applications to the State; assuring all services are in compliance with HRSA rules and regulations; limiting grantee administrative costs; limiting contractor administrative costs; monitoring contracts; and assessing need, developing a comprehensive plan, coordinating with other Ryan White Program grantees and services, and reallocating funds.

DEFINED RESPONSIBILITIES IN THE HOUSTON EMA/HSDA

In areas where there is shared responsibility between the Part A Planning Council, Part A & B/SS AAs, and the Office of Council Support, it is agreed that, in the Houston EMA/HSDA, the entities named above will have primary responsibility for initiating and completing the following:

Houston Ryan White Planning Council and Part A and B/SS Administrative Agents agree to:

- Collaborate in developing the Part A and B/SS Standards of Care.
- Collaborate in determining the Part A/Part B/SS Outcome Measures.
- The Part B/SS AA, TDSHS, and Part A AA will develop procedures to ensure that Part A, Part B & State Services client level data is entered into the ARIES system whether through direct input or import.

Houston Ryan White Planning Council and Part B/SS Administrative Agency (The Resource Group) agree to:

- Collaborate to provide guidance and leadership in the development and implementation of a timeline for all required Part B/SS AA and Council work products that is consistent with published deadlines.
- Collaborate on planning and completion of multi-year and/or recurring processes such as needs assessment and comprehensive planning in order that the Council is appropriately informed of its deadlines and expected work products.
- Collaborate on a Needs Assessment process to determine the size and demographics of the population of individuals with HIV/AIDS disease in the Houston EMA/HSDA, and through this process jointly determine the needs of such populations in the defined geographic area.
- Collaborate on the production of, and updates to, the Comprehensive Needs Assessment for the defined EMA/HSDA.

- The Part B/SS AA and the Part A Planning Council will collaborate to develop a single list of service priorities for the Houston HSDA.

Houston Ryan White Planning Council agrees to:

- Indicate to the Part A and Part B/SS AAs, through the service definitions and the standards of care, how the services are to be configured.
- Develop recommendations for Part B and State Services allocations for the EMA/HSDA. (Recommended priorities and allocations and reallocations for the EMA/HSDA may not be changed by the Part B/SS Administrative Agency and must be presented to TDSHS for approval.)
- Develop recommendations for the reallocation of Part B and State Services funds.
- Assess the Part B/SS AA administrative mechanism which means reviewing how long the AA takes to pay providers, reviewing whether the funds are used to pay only for services that were identified as priorities by the planning council and whether all the funds are spent. (Per the County Judge's Office: Distribute copies of the final assessment to DSHS, the Part B/SS AA and the Chair of the Board of Directors for the Houston AA for RW Part B and State Services.) This will be done annually in January.
- Solicit input from the Part B/SS AA in the development of the Houston EMA/HSDA HIV/AIDS Resource Guide, commonly known as The Blue Book.

Part B/State Services Administrative Agency agrees to:

- Provide accurate, timely, aggregate service category and other information needed or requested for the different Council processes such as the *How to Best Meet the Need*, priority setting, annual allocations, reallocations and other processes.
- Coordinate and staff the Part B/SS Standard of Care and Outcome Measures Work Groups in order to ensure appropriate interface with the Quality Management Program and because Standards of Care must also reflect all HRSA Ryan White and TDSHS programmatic and fiscal guidelines and more.
- Within thirty days of receiving a notice of grant award for Part B or State Services funding, inform the Office of Support in writing of the award amount and date of notice.
- At a minimum, inform the Office of Support after the initial grant awards are distributed and within 45 days after the end of the second quarter of any unobligated funds available for reallocation.
- Notify all Part B/SS agencies when the Priority and Allocations Committee is preparing to allocate or reallocate funds.
- Within 30 days of announcing the availability of funds, provide the Council with de-identified service category increased funding requests so that the Council can review and make recommendations for reallocating these funds.
- Inform the Office of Support within thirty days of any allocation changes made under the Houston RWPC-approved "10% rule". The 10% rule allows the administrative agency to shift funds between Service Categories without prior Council recommendation so long as the funds shifted are no more than 10% of the current approved TDSHS allocation for either service category affected by the change.
- In the final quarter of the Ryan White 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, the Part B/SS AA may reallocate any remaining unspent funds as necessary to ensure no funds are returned to the Texas Department of State Health Services (TDSHS). If funds are to be moved from the

Houston HSDA, the Part B/SS AA will notify the Office of Support no later than when the information is submitted to the TDSHS. The Office of Support will notify the members of the Priority and Allocations Committee upon receipt and the Steering Committee and Council at their next scheduled meetings.

- Annually in November of each year, contact the principal Stakeholders (i.e., RWPC, RWPC Office of Support, CEO, Administrative Agency and TDSHS) in this LOA to see if any of the Stakeholders wish to review and/or revise the document. This annual process will provide an opportunity for Stakeholders to ensure the LOA will continue to be responsive to the needs and responsibilities of all concerned.

Distributing Information to the Council, its Committees and Work Groups: Information will be delivered to the Manager of the Office of Support for distribution to the Council, its Committees and workgroups. The Manager will determine the appropriate process to be used to disseminate the information. When providing information, please keep the following in mind:

- 1.) Requests requiring Council or committee approval must be submitted in writing eight days before the date of the meeting.
- 2.) If the information does not require approval, submission of the information eight days before the date of the meeting is preferred.
- 3.) Once a workgroup or committee has created a recommendation in response to the request, the chair of the Committee, workgroup or designee will be responsible for moving the request forward and speaking on behalf of the request.

Signed By:

Harris County Judge Ed Emmett

Date

Chair, Houston Ryan White Part A Planning Council

Date

Office of Support for the Houston Ryan White Planning Council

Date

TDSHS, Texas Part B and State Services Grantee

Date

Houston Regional HIV/AIDS Resource Group, Inc.

Date

Harris County PHS RWGA Section

Date

2018 QUARTERLY REPORT
PRIORITY AND ALLOCATIONS COMMITTEE
(Submitted May 2018)

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 2019 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 2019 priorities, allocations and subcategory allocations for Ryan White Parts A and B and State Services funding.
Status:

6. *Review the FY 2018 priorities as needed.
Status:

7. *Review the FY 2018 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