



NEW HAVEN / FAIRFIELD
COUNTIES
RYAN WHITE PLANNING COUNCIL

ASSESSMENT OF THE ADMINISTRATIVE MECHANISM & CARRYOVER REQUEST

WHAT IS THE ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM)

The AAM is a review of how quickly and well the Part A Recipient carries out the processes needed to contract with and pay providers for delivering HIV-related services, so that the needs of people with HIV/AIDS throughout the Part A service area are met. Emphasis is on ensuring services to PLWH (people living with HIV) and to communities with the greatest need for Ryan White services.



IT IS A LEGISLATIVE REQUIREMENT

The Health Resources and Services Administration HIV/AIDS BUREAU (HRSA/HAB) expects each Planning Council to conduct an Assessment of the Administrative Mechanism (AAM) annually, provide a written report with conclusions and recommendations to the Recipient, and receive a written response from the Recipient. The Notice of Funding Opportunity (NOFO) for the annual competitive Part A application sometimes asks for a summary of AAM findings and recommendations and the Recipient's response, and occasionally asks that they be submitted as an attachment to the application.

WHAT IS THE PLANNING COUNCIL'S ROLE?

The Planning Council is responsible for evaluating how rapidly Ryan White HIV/AIDS Program Part A funds are allocated and made available for care. This involves ensuring that funds are being contracted for quickly and through an open process, and that providers are being paid in a timely manner.

This is the only council task that involves looking at procurement and contracting, which are Recipient responsibilities.

HOW DOES THE PLANNING COUNCIL DO THIS?

THE QUALITY IMPROVEMENT COMMITTEE annually reviews and updates if necessary, a survey of subrecipients (region leads) and sub/subrecipients (funded providers) to learn about their experiences related to procurement, contracting, and reimbursement. This is often done using an online survey format and a combination of multiple-choice or rating-scale questions and a few open-ended questions.

THE EXECUTIVE COMMITTEE then reviews and discusses the answers provided by all subrecipients (region leads) and sub/subrecipients (funded providers). They determine if any there are any findings and provide a written report to the Recipient's office.

Survey questions asked include the following topics:

- **Contracting** – including the length of time between Notice of Grant Award to the Recipient and completion of fully executed subcontracts with providers.
- **Reimbursement of subrecipients** – including the monthly reporting and invoicing process and the length of time between the Recipient (or administrative agency) receipt of an accurate invoice with required documentation and issuance of a reimbursement check to the provider, as well as obstacles to timely reimbursement.

SUMMARY OF ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM)

- It is a review of how quickly and well the Part A Recipient carries out the processes needed to contract with and pay providers for delivering HIV-related services.
- It is a legislative requirement from The Health Resources and Services Administration HIV/AIDS BUREAU(HRSA/HAB)
- The Planning Council is responsible for evaluating how rapidly Ryan White HIV/AIDS Program Part A funds are allocated and made available for care.
- The Quality Improvement Committee reviews the AAM survey annually and the Executive Committee reviews all answers provided and provides a written report to the Recipient's office.

CARRYOVER REQUEST

- Comes from the Recipient's (Tom Butcher) Office.
- Should be presented at the Membership/Finance Committee meeting around July/August.
- Allows Planning Council members to review how much money was unspent in the last grant year and discuss which service category to allocate the carryover (unspent funds).
- Must be signed by the Planning Council co-chairs.
- Submitted to HRSA (Health Resources & Services Administration) for approval around July or August.



QUESTIONS?