
2021 PLANNING COUNCIL DIRECTIVES TO THE RECIPIENT'S OFFICE

DIRECTIVE 1.0 - TO FACILITATE GEOGRAPHIC FUNDING DISTRIBUTION

The Recipient's Office will adhere to the service category allocations by region as approved by the Planning Council during their annual Priority Setting and Resource Allocation Process.

DIRECTIVE 2.0 - TO FACILITATE COST EFFECTIVENESS AND FULL EXPENDITURE OF FUNDING ACROSS ALL SERVICE CATEGORIES

The Recipient's Office will ensure that prioritized and funded HIV services are available to all Persons with HIV (PWH) in the Eligible Metropolitan Area (EMA)'s five regions. The Recipient's Office shall provide four financial updates to the Membership/Finance Committee throughout the grant year. One of the financial updates will include a report showing allocations for the current grant year, based on the EMA's notice of award(s).

The Recipient's Office shall use HRSA service category definitions defined and approved by the Planning Council.

DIRECTIVE 3.0 – TO PREVENT THE POTENTIAL CONFLICT OF INTEREST IN RYAN WHITE AWARDS

Only organizations that provide direct HIV services may apply for Ryan White Part A funds. State and city entities cannot apply for Ryan White Part A (including Minority AIDS Initiative funds) funding.

DIRECTIVE 4.0 – TO PROMOTE COLLABORATIVE PLANNING AND POLICY-MAKING WITHIN EACH OF THE EMA'S FIVE REGIONS

The Recipient's Office will ensure that in each region of the EMA, Part A funded Leads and sub/sub recipients will convene a regional planning group. The regional planning group must be comprised of PWH who receive Part A services and a representative from each Part A funded organization operating in the respective region. The regional planning group should include other representatives from Ryan White Part B, Part C, Part D, state and federal HIV prevention and care recipients (where applicable), Planning Council members and other parties relevant to building the region's HIV care continuum. The regional planning group must meet monthly at least 10 times per year for the purpose of discussing issues including but not limited to: viral suppression rates; the EMA's priority populations; integration of prevention/care services; co-location of services; barriers to care; funding opportunities; consumer participation; continuous quality improvement and review of Part A expenditures and service utilization. Regional Lead representation is required at meetings of the Planning Council including Priority Setting and Resource Allocation (typically the first Thursday in August). The individual(s) selected to represent the lead agency must be submitted to the Recipient for review and approval based on their knowledge of and involvement with the Ryan White Part A Program. Additionally, based on the Planning Council's Activity Timeline (PCAT), each region will create a regional activity timeline to align with the PCAT. Planning Council Support Staff will assist each region in drafting their activity timeline based on the PCAT.

DIRECTIVE 5.0 – TO FACILITATE DEVELOPMENT OF AND ADHERENCE TO THE EMA’S SERVICE STANDARDS

All Ryan White Part A funded organizations shall adhere to the EMA’s Service Standards developed in partnership with the Recipient’s office and approved by the Planning Council.

Annually, the Recipient’s Office shall monitor the EMA’s Service Standards for compliance, produce a report and present the results to the Planning Council’s Quality Improvement Committee

DIRECTIVE 6.0 – DATA REQUESTS AND RECIPIENT’S OFFICE RESPONSE

The Recipient’s Office, upon receipt of a data request from Planning Council Support Staff, shall produce requested report(s) to inform Planning Council decision(s). See Memorandum of Understanding for designated communication contacts/channels.

DIRECTIVE 7.0 – OUTPATIENT AMBULATORY HEALTH SERVICES

The Recipient’s Office will ensure that any portion of a RNs and LPNs time that is funded by Ryan White Part A OAHS are under the supervision of a prescribing clinician who is also funded by Ryan White Part A OAHS.

DIRECTIVE 8.0 – MINORITY AIDS FUNDING DISTRIBUTION

Minority AIDS Initiative (MAI) funding received by the EMA will be divided equally among the EMA’s five regions for Intensive Medical Case Management based on the EMA’s priority populations.

DIRECTIVE 9.0 – REALLOCATION OF FUNDS

To ensure all Ryan White Part A funds are expended in a timely manner, the Planning Council authorizes the Recipient to implement the following actions:

1. After August 20th, 2021, the Recipient can reallocate Ryan White Part A funding using the following parameters:
 - a. Reallocate up to 10% of a Region’s service category allocation from one service category subrecipient to another same service category subrecipient.
 - b. If “a” is not possible, reallocate up to 10% of a Region’s service category allocation from one service category subrecipient to another same service category subrecipient in the EMA.
2. The Recipient may request an increase above the 10% service category allocation by requesting approval from the Strategic Planning and Assessment Committee and full Planning Council.