

Ryan White Medical Case Management Goals

The primary goal of this Funding Announcement is to ensure equitable and quality access to all residents of Kansas living with HIV/AIDS to the Ryan White Part B and ADAP Programs, specifically through linkages to medical case management services. The agencies selected must demonstrate an ability to communicate with and have access to the community to be served for the entire Ryan White Region under the contract. Agencies must demonstrate an ability to successfully work with this population in the services provided through medical case management and have access to a network of community resources to meet the needs of the clients. Collaboration with local health departments and other agencies is vital to the successful performance of this contract.

Funding

The State of Kansas and the Kansas STI/HIV Care Program have determined that the purpose of funding is to provide care for persons living with HIV infection who do not have adequate access to public or private resources. These funds also assure that residents of Kansas living with HIV infection have access to the resources to monitor health status, adhere to care and adhere to treatment.

The services described are supported by a federal grant available through the Human Resources Services Administration (HRSA). The STI/HIV Care Program is responsible for administration of Part B and ADAP programs. Part B and ADAP funds are to be accessed only when no other support is available, serving as a payor of last resort. It should also be noted that services are contingent on fund availability.

The Kansas STI/HIV Care Program has received federal and state funding for assistance with:

- Medications, through the statewide AIDS Drug Assistance Program (ADAP);
- Medical Case Management;
- Primary Care services;
- Dental Care services;
- Premium assistance with private health insurance

The following application guidance is a continuation of all contracts funded for state fiscal years 2013-2016 to provide medical case management services in Kansas.

It is anticipated that contract amounts will be level funded (depending on availability of funds).

Contracting agencies must develop and maintain a medical case management delivery system capable of meeting the requirements of the STI/HIV Care Program's Standards of Care for Medical Case Management. Please refer to the most recent version of this document for additional information. Contracted agencies must submit a detailed budget through this process.

The STI/HIV Care Program requires all agencies awarded a contract for medical case management to implement ongoing quality management activities. These activities may include objective review, independent chart audits, and/or other measures of program performance, and will assess the quality, quantity, and outcome effectiveness of medical case management services.

Specific Program Information

A. Program Contact:

All questions must be submitted to Scott Strobel,
sstrobel@kdheks.gov.

B. Agency Requirements

NOTE: All requirements can be found within the STI/HIV Care Program's Standards of Care for Medical Case Management.

1. HIV Medical Case Management Reporting Requirements

a. Affidavits of Expenditures:

The Affidavits of Expenditure are submitted quarterly with the Contracting Reporting Form. This information includes, but is not limited to, a budgetary breakdown of funds to be received for continuation of grant funding. These line items include salaries, materials, transportation and indirect costs. Specific documentation to support expenditures must be sent with the Affidavit.

C. Application Requirements

1. Submission: All submissions must be through the electronic process as outlined in the Local and Rural Health guidelines.

2. Application Format: Applicants should prepare a detailed annual budget using the Detail Budget Form AND supply a detailed budget narrative as an attachment with the items below. The narrative should be split into the categories, as listed, as well as differentiate what costs are administrative and what costs are direct services. The budget narrative is where the detail and calculation will be documented. The totals for each category will then be translated onto the Detail Budget Form.

(1) Personnel Costs: Personnel costs should be explained by listing each staff member who will be supported from funds, name (unless vacant), position title, percent full time equivalency, annual salary, and the exact amount requested for each project year.

(2) Fringe Benefits: List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plans, and tuition reimbursement. The fringe benefits should be directly proportional to that portion of the personnel costs allocated for the project.

(3) Travel: List travel costs according to local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel should be outlined. The budget should also reflect the travel expenses associated with KACHA meetings and other proposed trainings or workshops. KDHE will directly pay for travel expenses including lodging for the annual medical case management training, however, meals will be the responsibility of the agency.

Note: Ryan White Part B funds may not be used for international travel.

(4) Equipment: *All equipment purchases must be approved PRIOR to purchase* List equipment costs and provide justification for the need of the equipment to carry out the program's goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and furniture items.

(5) Supplies: List the items that the project will use. In this category, separate office supplies from educational purchases. Office supplies could include pagers, internet access, postage, copies, telephone etc.; educational supplies may be pamphlets and educational videos. Educational supplies must be listed separately and with a detailed explanation of the cost.

(6) Administrative Cost: Detail administrative costs are limited to 10% of the grant amount. This category could include supervision salary, overhead and general administration, supplies, and travel for meetings. For line items that contain both administrative and direct service, be sure to separate into two lines. An example would be a Medical Case Manager that does direct client care and supervision. In this example you would need one line under salaries that indicates administration and the percentage worked as administration and another line for the same position that indicates direct service and the percentage worked as direct service. Medical Case Manager salaries do not count toward the administrative cost as it can be considered direct client care.

b. Special Conditions - The Federal Government (HRSA) provides funding for this CFA. All funded contractors and subcontractors must be in compliance with all administrative requirements and programmatic policies of the funding agencies. The following requirements and restrictions apply to all agencies and proposals:

- (1) No funds may be used to purchase or improve land, or to purchase, construct, or make permanent improvement to any building.
- (2) Funds may not be used to make payments to recipients of services.
- (3) All providers must participate in the region's HIV-related community based continuum of prevention and care.
- (4) Services must be provided in facilities that are accessible to people with physical disabilities in accordance with the Americans with Disabilities Act.
- (5) No funds may be used to support services that are reimbursable under any other program.
- (6) HIV/AIDS services shall be provided free of charge.
- (7) HIV health and support services provided must be made without regard to the individual's ability to pay, the individual's past or present health condition, and in a setting accessible to low-income persons.
- (8) Special efforts must be undertaken by all recipients of grant funds to reach out to low-income individuals to make them aware of the availability of services.

REPORTING REQUIREMENTS

Fiscal reports (Certified Affidavit of Expenditures) are submitted to KDHE, Division of Management and Budget (ATTN. Kevin Shaughnessy). All contractors must submit Quarterly Certified Affidavits of Expenditures.