



## POLICY AND PROCEDURE NOTICE: PPPN-009 CLIENT-LEVEL DATA ELIGIBLE SERVICES REQUIREMENTS

**Summary and Purpose of PPN:** To guide the administration of the Ryan White Part A Program in ensuring client-level data are captured and reported.

### Authority:

- Notice of Award
- Fulton County Ryan White Part A Contract/Agreement

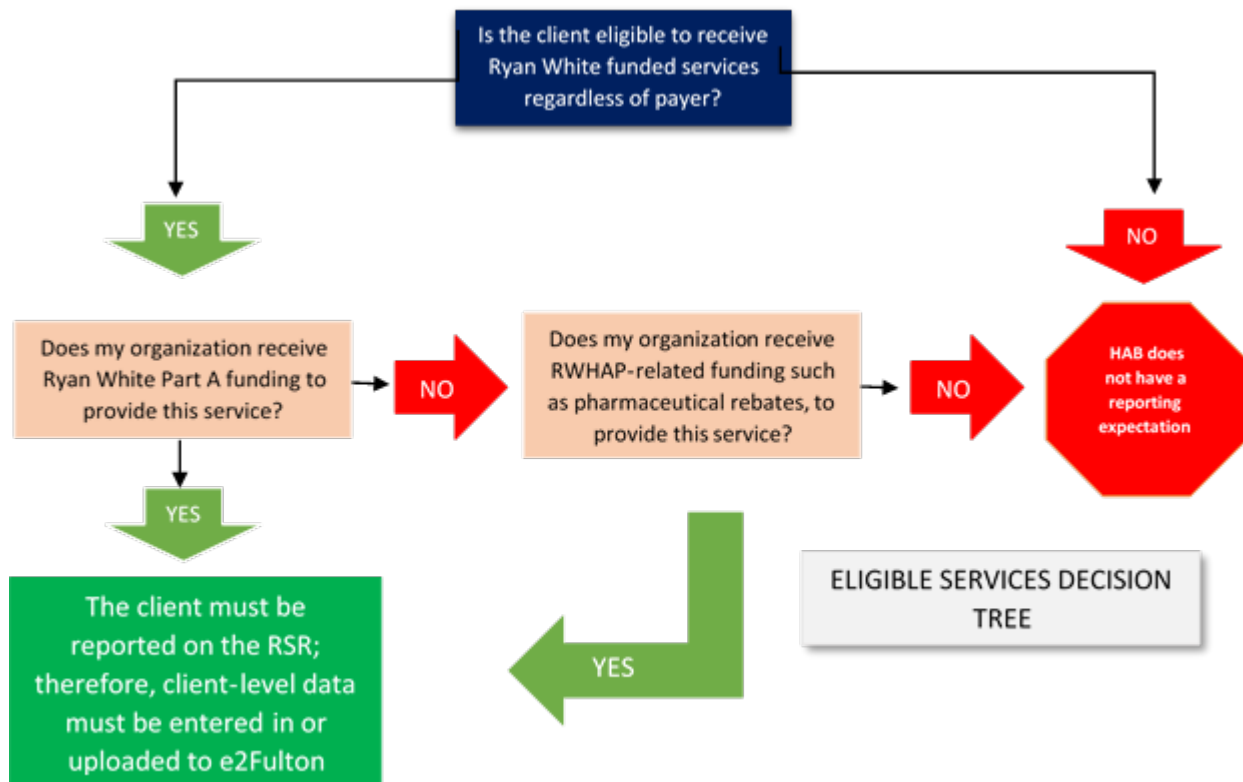
### Policy and Procedures:

Subrecipients must submit an annual RSR to HRSA which includes client-level data for all clients falling under the eligible services requirement.

- The Recipient sets up contracts for funded service categories.
- Subrecipients verify the services provided on each contract.
- Subrecipients upload client-level data only for those services.
- Subrecipients will report eligible clients who received services regardless of the payer. Subrecipients **must** report client level service data for **all** of Ryan White eligible clients who receive services from your agency under a category for which your agency is funded by Ryan White even those who had the service paid for by another funding source.
  - This will include services funded through RWHAP-related program income and pharmaceutical rebates, called Eligible Services reporting
- Clients who are not eligible to receive Ryan White funded services will not be reported. As always, eligibility is contingent on the three following factors:
  - The client is living with HIV
  - The client lives in the 20 county Eligible Metropolitan Area
  - The client has an income less than 400% of the current Federal Poverty Level
- Subrecipients will not report clients who receive services for which your organization was not funded.
- Subrecipients do not filter out insured clients or filter clients by payer.
- In e2Fulton, eligibility will be automatically calculated based on documentation in client

record. Client record will display “Eligible” or “Ineligible” in the left sidebar in e2Fulton. In other words, e2Fulton identifies whether the client is eligible for the Ryan White program at a point in time. There are also fields that specify reasons for ineligibility. Unless a client is discharged or deceased, all clients will default to ineligible. E2Fulton will indicate if a client is eligible once documentation is uploaded.

The following decision tree should clarify which clients to report. Your choices are simple: report a client’s services when the answer to both questions is yes.



**Example:**

- Your agency is funded to provide Outpatient Ambulatory Health Services under Ryan White (Part A, B, C, or D).
- Your agency is funded to provided Medical Case Management under Ryan White Pharmaceutical Rebates
- Your agency is NOT funded to provide Oral Health services under Ryan White (Part A, B, C, or D).

**Scenario A:** A person presents to your agency in need of Outpatient Ambulatory Health Services. Since this is a service for which your agency is funded under Ryan White you would need to determine if the client is eligible for Ryan White services.

- If the client ***IS NOT*** eligible for Ryan White services you would provide the service using whatever other funding source is available and the client would not be reported in the RSR.
- If the client ***IS*** eligible for Ryan White services, you would then follow the normal process for determining if the client has a 3<sup>rd</sup> Party Payment Source (as Ryan White remains the payer of last resort). If so, you would provide the service and charge the other payment source and enter the client level data in e2Fulton.
- If there is not a 3<sup>rd</sup> Party Payment Source for the Ryan White eligible client, you would provide the Ryan White funded Outpatient Ambulatory Health Services and enter the client level data in e2Fulton and you would report the client and service in the RSR.

**Scenario B:** A Ryan White eligible person presents to your agency in need of Medical Case Management services. Since this is a service for which your agency is funded under Ryan White Pharmaceutical Rebates, you would provide the service and charge the other payment source and enter the client level data in e2Fulton.

**Scenario C:** A person presents to your agency in need of Oral Health services. Since your agency is NOT funded to provide Oral Health services under Ryan White you would NOT enter client level data into CAREWare and would not report this in the RSR.

**Verification:**

- Client charts compared against e2Fulton database.

For further information, please see:

<https://targethiv.org/sites/default/files/file-upload/resources/11-19%20Understanding%20Eligible%20Services%20for%202019%20Data.pdf>

[https://careacttarget.org/sites/default/files/supporting-files/Understanding%20Eligible%20Scope%20Report\\_01\\_28\\_15.pdf](https://careacttarget.org/sites/default/files/supporting-files/Understanding%20Eligible%20Scope%20Report_01_28_15.pdf)

[https://careacttarget.org/sites/default/files/supporting-files/QA%20Summary%20for%20Understanding%20Eligible%20Scope%20for%202015%20RSR%20Data\\_2015-01-28.pdf](https://careacttarget.org/sites/default/files/supporting-files/QA%20Summary%20for%20Understanding%20Eligible%20Scope%20for%202015%20RSR%20Data_2015-01-28.pdf)

<https://careacttarget.org/sites/default/files/supporting-files/TransitiontoEligibleScopeReport508.pdf>

[https://careacttarget.org/sites/default/files/supporting-files/2015-07-22\\_QA%20Summary%20for%20Transition%20to%20Eligible%20Scope%20REVISED%20121815%20%282%29.pdf](https://careacttarget.org/sites/default/files/supporting-files/2015-07-22_QA%20Summary%20for%20Transition%20to%20Eligible%20Scope%20REVISED%20121815%20%282%29.pdf)

**Approved June 2016**

**Reviewed March 2021**