



POLICY AND PROCEDURE NOTICE: PPPN-050 OTHER PROFESSIONAL SERVICES

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program to provide a standard Priority Service definition and requirements.

Authority:

- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs National Monitoring Standards for Ryan White Part A Grantees: Program – Part A
<https://hab.hrsa.gov/sites/default/files/hab/Global/programmonitoringparta.pdf>
- HAB PCN #16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds
https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf
- Policy Clarification Notice 16-02: Eligible Individuals and Allowable Uses of Funds Frequently Asked Questions
https://hab.hrsa.gov/sites/default/files/hab/Global/faq_service_definitions_pcn_final.pdf
- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs & Division of State HIV/AIDS Programs National Monitoring Standards for Ryan White Part A and Part B Grantees: Universal – Part A and B (Covers Both Fiscal and Program Requirements)
<http://hab.hrsa.gov/manageyourgrant/files/universalmonitoringpartab.pdf>

Background:

Atlanta EMA Quality Management Standards

The purpose of the Ryan White Part A quality management standards and measures is to ensure that a uniformity of service exists in the Atlanta Eligible Metropolitan Area (EMA) such that the consumers of a service receive the same quality of service regardless of where the service is rendered. These standards set forth the minimal acceptable levels of quality in service delivery and to provide measurement of the effectiveness of services. EMA Standards of Care may be found on the Ryan White Part A website at www.ryanwhiteatl.org.

Also see PPPN-038 Compliance with Standards.

Service Definition

Other Professional Services is the provision of professional and consultant services rendered by members of particular professions licensed and/or qualified to offer such services by local governing

authorities. Such services may include; Legal Services, Permanency Planning, and Income tax preparation

Policy and Procedure:

1. Legal services provided to and/or on behalf of an individual living with HIV and involving legal matters related to or arising from their HIV status including:
 - Assistance with public benefits such as Social Security Disability Insurance (SSDI)
 - Interventions necessary to ensure access to eligible benefits, including discrimination or breach of confidentiality litigation as it relates to services eligible for funding under the Ryan White HIV/AIDS Program
 - Preparation of
 - Healthcare Powers of Attorney
 - Durable Powers of Attorney
 - Living Wills
2. Permanency planning for an individual or family where the responsible adult is expected to pre-decease a dependent (usually a minor child) due to HIV/AIDS; includes the provision of social service counseling or legal counsel regarding (1) the drafting of wills or delegating powers of attorney, and (2) preparation for custody options for legal dependents including standby guardianship, joint custody or adoption.”
3. Income tax preparation services to assist clients in filing Federal tax returns that are required by the Affordable Care Act for all individuals receiving premium tax credits
4. Funding does not include any legal services that arrange for guardianship or adoption of children after the death of their normal caregiver. Funds awarded under the Ryan White HIV/AIDS Program may NOT be used for:
 - Criminal defense
 - Class-action suits unrelated to access to services eligible for funding under the Ryan White HIV/AIDS Program.
5. Subrecipient is expected to maintain documentation of the following which shall be made available to the Recipient and HRSA upon request and during Ryan White Part A site visits:
 - Types of legal services provided
 - Client records document the following:
 - Eligibility determination
 - Description of how the legal service is necessitated by the individuals HIV status
 - Assurance that funds are used only for legal services directly necessitated by the individuals HIV status
 - Assurance that Ryan White serves as the payor of last resort

Unit of Service Definition

Legal Services			
Subservice Name	Definition	Unit	Funding Sources
Access to Eligible Benefits	Provide legal counsel or referral regarding pharmacy assistance programs, patient assistance programs, Social Security and SSI, FMLA, Short-Term Disability and Long-term Disability, SNAP, TANF, utility assistance, and Unemployment Benefits.	15 minutes	A, Other
Bankruptcy and Debt Relief	Provide legal counsel or referral regarding bankruptcy and other debt relief issues.	15 minutes	A, Other
Discrimination	Provide legal counsel or referral regarding denial of health care, services, unemployment, or rights due to HIV/AIDS.	15 minutes	A, Other
Breach of Confidentiality	Provide legal counsel or referral when a person's HIV/AIDS status is disclosed without the person's consent.	15 minutes	A, Other
Health Insurance	Provide legal counsel or referral regarding access to health care through health insurance including Medicaid, Medicare, COBRA, COBRA subsidy, Ryan White Part B Insurance Assistance, HIPAA, and Health Care Reform.	15 minutes	A, Other
Will and Advance Directives	Provide legal counsel or referral regarding preparation of Wills and Advance Directive documents such as Powers of Attorney, Trusts, Nomination of Guardian and Do Not Resuscitate Orders.	15 minutes	A, Other

Approved: June 2016

Reviewed: December 2020