

# Patient Care Contract Administrative Guidelines FY 2010-2011

## TABLE OF CONTENTS

### Section 1. Introduction

A. Purpose of Guidelines .....	1
B. Roles and Responsibilities: Bureau of HIV/AIDS .....	1
C. Roles and Responsibilities: Lead Fiscal Agencies .....	2
D. Roles and Responsibilities: County Health Departments as Lead Fiscal Agencies .....	3
E. Conflict of Interest .....	3
F. Ryan White Part B Care Consortia .....	3
G. Eligibility for Services .....	4
H. Payer of Last Resort .....	4
I. Program References .....	4

### Section 2. Contract Requirements

A. Advances .....	1
B. Subcontractors .....	2
C. Monitoring .....	3
1. Lead Agencies .....	3
2. Monitoring of Subcontracted Providers .....	4
D. Medical and Non-Medical Case Management .....	4
1. Programmatic Information .....	4
2. Definitions .....	5
E. Outcomes/Output Measures .....	5
F. HRSA's HIV/AIDS Core Clinical Performance Measures .....	7
G. Fee for Service .....	7

### Section 3. Contract Budget

A. Budget .....	1
B. Budget Categories .....	1
C. Allowable Funded Services .....	1
1. HRSA's HIV-Related Service Categories .....	1
2. General Revenue Patient Care Network .....	2
D. Core and Support Service Categories .....	2
E. Health Insurance .....	3
F. Subcontract Budgets .....	3

<b>G.</b>	<b>Section A: Administration Costs Budget</b> .....	<b>3</b>
1.	Narrative .....	3
2.	Positions .....	4
3.	Fringe Benefits .....	4
4.	Staffing .....	4
5.	Travel .....	4
6.	Office Expenses .....	4
7.	Equipment .....	5
<b>H.</b>	<b>Section B: Direct Care Costs</b> .....	<b>5</b>
1.	Expenses Not Allowed .....	6
2.	Budget Narrative for Case Management Services .....	6
<b>I.</b>	<b>Section C: Clinical Quality Management Budget</b> .....	<b>7</b>
<b>J.</b>	<b>Section D: Percentage of Funds for Women, Infants, Children and Youth</b> .....	<b>8</b>
<b>K.</b>	<b>Budget Changes</b> .....	<b>8</b>
1.	Direct Service Budget Changes .....	9
2.	Administrative and Clinical Quality Management Budget Changes .....	9

#### **Section 4. Reporting and Contact Information**

<b>A.</b>	<b>Reporting Requirements</b> .....	<b>1</b>
<b>B.</b>	<b>AIMS Reporting Requirements, HIV/AIDS Patient Care Resources Programs</b> .....	<b>2</b>
<b>C.</b>	<b>Contact Information</b> .....	<b>4</b>

#### **Appendices**

<b>A.</b>	<b>Florida Department of Health, Bureau of HIV/AIDS Administered Programs</b>
<b>B.</b>	<b>Glossary of Terms and Acronyms</b>
<b>C.</b>	<b>Administrative Assessment</b>
<b>D.</b>	<b>Requirements Regarding Imposition of Charges for Services</b>
<b>E.</b>	<b>Ryan White Program Services Definitions</b>
<b>F.</b>	<b>Units of Service – Definitions</b>