



**Riverside/San Bernardino, CA TGA
Policy and Procedure
Policy #8
Ryan White Eligibility Screening**

Effective.....November 7, 2011

APPROVED

Scott Rigsby, Public Health Program Coordinator

PURPOSE This policy is intended to communicate the requirement for all Ryan White (RW) funded agencies to screen all new and continuing clients for eligibility for Ryan White Program (RWP) Services.

POLICY RW-funded agencies are required to screen all clients for RW eligibility at intake and **every six (6) months thereafter** to determine continuing eligibility.

SCOPE This applies to all contracted agencies providing RWP services to eligible clients in the Riverside/San Bernardino, CA TGA.

PROCEDURE A. Background

HIV/AIDS Bureau, Division of Service Systems RWP Part A Monitoring Standards: Per the HIV/AIDS Bureau, Division of Service Systems; Monitoring Standards for Ryan White Part A and B Grantees: Universal Standards, April, 2011; Section B Eligibility Determination/Screening –

- Documentation of reassessment of client's eligibility status is to be completed **every six months**.

As a result of recently released RWP requirements (April, 2011), and per RWP Contract Section D:4; *Policy Letters*: that requires RW Contractors to comply with RWP Policy Letters that may reflect emerging RWP requirements, this Policy Letter serves to communicate this new requirement.

B. Resulting Policy

- 1) All RW Contracted service providers must screen all clients for RW eligibility **at intake and every six (6) months thereafter** to determine continuing eligibility.
- 2) Documentation of reassessment of client's eligibility status is to be maintained for review by the County.
- 3) Compliance with this policy will be reviewed twice per year through programmatic monitoring including a review of all eligibility documentation and related ARIES data entry.
- 4) With the exception of the frequency of eligibility screening from annual to every six months, all other related Contract and IEHPC Common Standard of Care continue to apply.



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MAXWELL OHIKHUARE, M.D.
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Date: February 16, 2012
To: Recipients of Ryan White Funded Services
From: Ryan White Program Office

Subject: Six-Month Reassessment of Eligibility for Ryan White Services

Policy: Effective August 18, 2011, all clients receiving Ryan White funded services in Riverside County and/or San Bernardino County must have their eligibility for Ryan White services verified every six months.

Federal Requirement: The HIV/AIDS Bureau (HAB) of the Health Resources and Services Administration (HRSA) is the federal agency that provides for Ryan White grant funding to 52 grant areas across the country, including the Riverside/San Bernardino two-county grant area. In April 2011, HAB informed all grant areas that all recipients of Ryan White funding are required to:

Conduct a *“reassessment of clients every six months to determine continued eligibility.”*

Local Ryan White Program Responsibility: To ensure that our grant area (Riverside/San Bernardino Counties) complies with the new federal requirement and does not lose Ryan White funding, the Ryan White Program Office communicated the requirement to local agencies. Contracts were updated and a policy was drafted describing to agencies what must be done to ensure compliance with the federal requirement. The Ryan White Program will provide assistance to agencies as needed and conduct annual site visits to review client files for appropriate documentation that meets the requirement.

Agency Responsibility: To ensure the agency is compliant with the federal requirement and does not lose Ryan White funding, agencies must: 1) Screen all clients for Ryan White eligibility at intake and every 6 months thereafter to determine continuing eligibility and 2) Document the reassessment of eligibility and maintain all relevant documents for review.

Client Responsibility: To obtain Ryan White funded services and to ensure continued receipt of services funded by Ryan White, all clients must adhere to agency eligibility verification requirements.

The Ryan White Program understands the extra effort this requires of agencies and clients and appreciates all of your assistance in making sure the Riverside/San Bernardino area continues to receive the much-needed Ryan White funding that is depended on by thousands in our area. Questions related to this policy can be directed to the Ryan White Program Office (*see contact information at the top*).