

Assessment of the Efficiency of the Administrative Mechanism

Minnesota Council for HIV/AIDS Care and Prevention

Evaluation of Part A – Fiscal Year 2018 (March 1, 2018 – February 28, 2019)

August 2019

What is an AAM?

The AAM is a review of how quickly and well the Part A recipient carries out the processes needed to contract with and pay providers for delivering HIV-related services, so that the needs of people with HIV/AIDS throughout the Part A service area are met. Emphasis is on ensuring services to PWH and to communities with the greatest need for Ryan White services.

Quick Reference Handout 7.2: Assessment of the Administrative Mechanism

<https://targethiv.org/planning-chatt/training-guide-module7>



Roles/Duties of the CEO, Recipient, and Planning Council

ROLE/DUTY	RESPONSIBILITY		
	CEO	Recipient	Planning Council
Establishment of Planning Council/ Planning Body	✓		
Appointment of Planning Council/ Planning Body Members	✓		
Needs Assessment		✓	✓
Integrated/Comprehensive Planning		✓	✓
Priority Setting			✓
Resource Allocations			✓
Directives			✓
Procurement of Services		✓	
Contract Monitoring		✓	
Coordination of Services		✓	✓
Evaluation of Services: Performance, Outcomes, and Cost-Effectiveness		✓	<i>Optional</i>
Development of Service Standards		✓	✓
Clinical Quality Management		✓	<i>Contributes but not responsible</i>
Assessment of the Efficiency of the Administrative Mechanism			✓
Planning Council Operations and Support		✓	✓

Assessing the Minneapolis/St. Paul TGA



- **Serves the following states and counties:**
- **Minnesota:** Anoka County, Carver County, Chisago County, Dakota County, Hennepin County, Isanti County, Ramsey County, Scott County, Sherburne County, Washington County, and Wright County
- **Wisconsin:** Pierce County and St. Croix County

Assessment of the Efficiency of the Administrative Mechanism

The planning council is responsible for evaluating how rapidly Ryan White HIV/AIDS Program Part A funds are allocated and made available for care. This involves ensuring that funds are being contracted for quickly and through an open process, and that providers are being paid in a timely manner.

Ryan White HIV/AIDS Program Part A Planning Council Primer

This is the only council task that involves looking at procurement and contracting, which are recipient responsibilities.

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Guidance from Ryan White HIV/AIDS Program Part A Planning Council Primer

1. Funds are being contracted for quickly and through an open process
2. Providers are being paid in a timely manner
3. Funds are used to pay only for services that were identified as priorities by the council
4. Amounts contracted for each service category are the same as the council's allocations

6 objectives to measure

1. Part A funds are contracted quickly to subrecipients
2. Subrecipients of Part A funds are selected through an open process
3. The recipient secured sufficient subrecipients for all service areas receiving allocations
4. Subrecipients are paid in a timely manner by Hennepin County
5. Part A funds are used to pay only services that were identified as priorities by the council
6. The amounts contracted for each service category are the same as the council's allocations

How to complete the assessment

Objective

Measurement

Subrecipient Response Yes (n), No (n) (if applicable)

Recipient Response

This objective was met

Strongly Agree

Somewhat Agree

Somewhat Disagree

Strongly Disagree

Council Member Comments

Completing the assessment

- Council members will receive a link to the survey in the next few days
- Council members review each objective and measurement and use the data in the subrecipient response (if applicable) and recipient response columns to determine if the objective was met
- For any objective that you indicate strongly disagree or somewhat disagree, you should also include comments, addressing any strengths, weaknesses and specific recommendations for improvement

Notes

- Assessments are based on time-framed observations
 - Fiscal year 2018 (March 1, 2018 – February 28, 2019)
- Names of providers are not included, it is aggregate data
- Assessing the administrative mechanism is not meant to be an evaluation of the recipient or of individual subrecipients/service providers.
- Council members are responsible for making specific recommendations for improvement if they find the existing mechanism is not working effectively

Anonymity

- Responses to the assessment are collected by a third-party (Integrated Planning and Analysis Department) and aggregate data is returned to council staff. No names or identifying information is linked to any responses.

Final steps

- Council members complete the online survey by **Friday, August 30**
- Hennepin County Ryan White Program reviews the report for improvements
- Results of the assessment and the plan for improvement will be included in the Part A grant application and presented to the council
- Results from this year and past years available at <http://www.mnhivcouncil.org/documents.html> (Part A Recipient Documents)

Questions?