

**Assessment of the Efficiency of the Administrative Mechanism
Minnesota Council for HIV/AIDS Care and Prevention Evaluation of Part A – FY 2023
June 2024**

The council is responsible for evaluating how rapidly Ryan White HIV/AIDS Program Part A funds are allocated and made available for care. The Needs Assessment and Evaluation Committee selected the following objectives to be evaluated by each council member. Review each objective and measurement and use the data in the subrecipient response 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. The Needs Assessment and Evaluation Committee encourages members to collaborate to fill out this assessment (i.e., mentors and mentees, subrecipient members and unaligned consumer members).

Glossary

Part A	A federal grant awarded under the Ryan White HIV/AIDS Program legislation to hard hit metro areas. Hennepin County Ryan White Program is the grant recipient for the 13-county metro area
Part A funds	Federal funds awarded to Hennepin County Ryan White Program to spend in the 13-county metro area ≈\$6 million
Subrecipient	An agency, provider, or nonprofit organization that receives financial assistance from Hennepin County Ryan White Program to carry out a program
Recipient	Hennepin County Ryan White Program
Request for Proposal (RFP)	An open and competitive process for selecting providers of services
HRSA/HAB	Health Resources and Services Administration/HIV-AIDS Bureau of the U.S. Department of Health and Human Services
FY (fiscal year)	A fiscal year (FY) is a 12-month period that an organization uses to report its finances. We are reviewing the Part A fiscal year from March 1, 2023 – February 29, 2024

Objective	Measurement	Subrecipient Response (from FY22 AAM)	Recipient Response	This Objective was Met:				Council Member Comments
				Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	
1. Part A funds are contracted quickly to subrecipients.	Hennepin County signs Part A contracts with subrecipients within 45 days of the start of the Part A fiscal year (by April 15, 2023).	Strongly agree (5), Somewhat agree (2)	<p>Hennepin County signed Part A contracts with 13 of the 14 subrecipients within 45 days of the start of the Part A fiscal year. Most contracts (11 of 14) were signed before the start of the fiscal year, and two were within one week of the start of the fiscal year. One contract was signed 62 days after the start of the fiscal year because it required additional time for review and processing as it was part of a separate Request for Proposals (RFP) that was issued in December 2022 following a council directive.</p> <p>Summary statistics of days from <u>March 1, 2023 to date of contract execution</u> (signed by provider and Hennepin County) are as follows:</p> <ul style="list-style-type: none"> • Number of contracts = 14 • Average days from start of fiscal year to contract execution = -15 • Minimum number of days from the start of the fiscal year = -42 • Maximum number of days from the start of the fiscal year = 62 	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	None
				15	6	0	0	

2.	Subrecipients of Part A funds are selected through an open process.	Hennepin County implements an open, public process to contract for services through a competitive RFP process.	Strongly agree (4), Somewhat agree (3)	<p>Hennepin County’s Ryan White Program issues Requests for Proposals (RFPs) to provide Part A and Part A MAI funded HIV services every four to five years. The RFP is a competitive process open to all qualified agencies. The RFP announcement was sent to all current and past Ryan White HIV/AIDS funded providers and is posted on the Hennepin County Supplier Portal which more broadly reaches community-based and clinic providers in the Twin Cities metro area. The RFP announcement is also sent to DHS’ HIV Supports staff and MDH’s STD/HIV/TB program staff for distribution to their provider networks.</p> <p>Providers selected through the RFP process must meet Hennepin County contract requirements for delivery of health and human services. Provider selection is based on recommendations made by panels of objective reviewers selected by Part A administrative staff. Proposal reviewers include public health and social service subject matter experts, consumers of HIV services, and MDH STD/HIV/TB and DHS HIV Supports Program staff. None of the proposal reviewers can be members of the MN Council for HIV/AIDS Care and Prevention, per the Ryan White HIV/AIDS Program legislation, and all reviewers must declare conflicts of interest they have.</p> <p>All providers funded to deliver Part A and Part A MAI funded services from fiscal years 2020 – 2024, except for two, were selected through an RFP process conducted in 2019. One provider was selected through an RFP issued in December 2022 following a council directive. Another provider began receiving Part A funding in 2021 to provide Medical and Non-Medical Case Management services, as part of Hennepin County’s response to the HIV outbreak among people who inject drugs, to engage outbreak cases who were experiencing unsheltered homelessness in HIV medical care. The provider selected in 2021 receives the HRSA/Bureau of Primary Care grant that funds healthcare services to Hennepin County residents experiencing homelessness.</p>	<table border="1"> <thead> <tr> <th>Strongly Agree</th> <th>Somewhat Agree</th> <th>Somewhat Disagree</th> <th>Strongly Disagree</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>9</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	10	9	1	1	The process is not seemingly open to all counties in the legally defined Minneapolis/Saint Paul TGA area.
Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree											
10	9	1	1											
3.	The recipient secured sufficient subrecipients for all service areas receiving allocations.	Per service area, sufficient number of subrecipients is based on: <ul style="list-style-type: none"> Number of contracts that can be administered 	Strongly agree (3), Somewhat agree (4)	<p>Overall, there were <u>14 Part A funded service providers in 2023</u> with 10 receiving Part A funding for multiple services. The number of Part A funded providers in FY 2023 was based on the following factors:</p> <ul style="list-style-type: none"> Amount of funding allocated to each of the council’s prioritized service areas Number of providers responding to the 2019 and 2022 Requests for Proposals 	<table border="1"> <thead> <tr> <th>Strongly Agree</th> <th>Somewhat Agree</th> <th>Somewhat Disagree</th> <th>Strongly Disagree</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>9</td> <td>2</td> <td>0</td> </tr> </tbody> </table>	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	10	9	2	0	While the “recipient secured sufficient sub-recipients for all service areas receiving allocations,” the
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- Amount of funding allocated for each prioritized service area
- Allocation requirements for populations with special needs
- Availability of qualified subrecipients

- Number of Ryan White Program contracts that the County has capacity to administer within the 10% administration budget cap
- Results of the RFP proposal objective review process

The number of providers contracted to deliver the services receiving Part A funding in FY 2023 were as follows:

<i>Service Area</i>	<i># Part A Providers</i>	<i>2023 Part A Final Allocation</i>
Early Intervention Services	2	\$341,250
Food Bank/Home Delivered Meals	2	\$1,213,762
Health Education/Risk Reduction	2	\$82,900
Home and Community-Based Health Services	1	\$86,000
Housing Services	2	\$398,200
Legal Services	1	\$96,800
Medical Case Management*	8	\$2,381,677
Medical Nutrition Therapy	1	\$44,000
Mental Health Services	2	\$140,000
Outpatient/Ambulatory Health Services*	3	\$858,400
Psychosocial Support	3	\$83,000
Substance Abuse Services – Outpatient	1	\$116,622
Services Total:	14	\$5,622,483

* Service Area receives Part A and MAI funding

Final allocation includes Post-Award Adjustments, Carryover, and Mid-Year Reallocations as outlined below:

<i>Service</i>	<i>Initial Allocation</i>	<i>Post-Award Adjustment</i>	<i>Carryover</i>	<i>Mid-Year Reallocation</i>
Early Intervention Services	\$391,250	-	-	-\$50,000
Food Bank/Home Delivered Meals	\$675,734	+\$26,900	+\$452,128	+\$59,000
Home and Community Based Health Services	\$125,000	-	-	-\$39,000
Housing Services	\$449,200	-	-	-\$51,000
Legal Services	\$96,800			

recipient did not secure sufficient subrecipients from all the counties in the MSP-TGA, including the two counties in western Wisconsin.

				<table border="1"> <tr> <td>Medical Case Management*</td> <td>\$2,285,796</td> <td>-</td> <td>+\$14,203</td> <td>+\$81,678</td> </tr> <tr> <td>Mental Health</td> <td>\$140,000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Outpatient/Ambulatory Health Services*</td> <td>\$830,400</td> <td>-</td> <td>-</td> <td>+\$28,000</td> </tr> <tr> <td>Psychosocial Support</td> <td>\$88,400</td> <td>-</td> <td>-</td> <td>-\$5,400</td> </tr> <tr> <td>Substance Abuse Services - Outpatient</td> <td>\$139,900</td> <td>-</td> <td>-</td> <td>-\$23,278</td> </tr> </table> <p>* Service Area receives Part A and MAI funding</p> <p>Note: Part B, State and Rebate funds also support some of these services, so the number of Part A funded providers does not fully reflect the total number of HIV service providers serving the Transitional Grant Area. Part B and Rebate funds EFA, Food Vouchers, Health Insurance Premium and Cost Share Assistance, Health Education/Risk Reduction, Food Bank/Home Delivered Meals, Medical Case Management, Non-Medical Case Management, Referral for Healthcare and Supportive Services, and Oral Health Services.</p>	Medical Case Management*	\$2,285,796	-	+\$14,203	+\$81,678	Mental Health	\$140,000				Outpatient/Ambulatory Health Services*	\$830,400	-	-	+\$28,000	Psychosocial Support	\$88,400	-	-	-\$5,400	Substance Abuse Services - Outpatient	\$139,900	-	-	-\$23,278		
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4.	Subrecipients are paid in a timely manner by Hennepin County.	Invoices were paid by Hennepin County within the timetable indicated in contracts.	Strongly agree (6), Somewhat agree (1)	<p><u>HC RWHAP Contract Language Pertinent to Payment of Invoices:</u> <i>“County will make payment within thirty-five (35) days from receipt of the invoice. If the invoice is incorrect, defective, or otherwise improper, COUNTY will notify PROVIDER within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from PROVIDER, COUNTY will make payment within thirty-five (35) days. In the event that COUNTY withholds payment for failure to provide service or failure to comply with any of the provisions of this Agreement, then no interest penalty shall accrue against COUNTY. If claims are made by PROVIDER that COUNTY did not act in good faith in withholding payments as provided above, then such claims shall be handled as a dispute by the Contract Manager (pursuant to the Dispute Clause of this Agreement.). If an audit is required by COUNTY before an invoice is accepted for payment, then the standard payment period of thirty-five (35) days shall not commence until the audit is completed by COUNTY.”</i></p> <p><u>Analysis of Time from Invoice Receipt to Payment:</u> Hennepin County randomly sampled 40 subrecipient provider FY2023 Part A invoices. The average time from receipt of invoice to payment was 11.1 days. The maximum time between invoice receipt and payment was 27 days.</p>	<table border="1"> <tr> <td>Strongly Agree</td> <td>Somewhat Agree</td> <td>Somewhat Disagree</td> <td>Strongly Disagree</td> </tr> <tr> <td>17</td> <td>4</td> <td>0</td> <td>0</td> </tr> </table>	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	17	4	0	0	None																	
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5. Part A funds are used to pay only for services that were identified as priorities by the council.	Award per service area matches the council's 2022 service area prioritization ranking for fiscal years 2023 and 2024 .	N/A	<p>Because Ryan White is the payor of last resort, council members are given allocation and expenditure data for other funding streams and health insurance coverage options to consider when determining service allocations.</p> <p>The following table presents the MN Council for HIV/AIDS Care and Prevention's FY 2023 – 2024 service priorities in rank order along with the Part A FY 2023 recipient's contract allocations to each of the prioritized services:</p> <table border="1" data-bbox="881 451 1795 1507"> <thead> <tr> <th><i>Council Priority</i></th> <th><i>Service Category</i></th> <th><i>Total Part A Allocations</i></th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;"><i>Core Medical Services (CMS)</i></td> </tr> <tr> <td>CMS 1 (tie)</td> <td>AIDS Drug Assistance Program</td> <td>Part B/Rebate only</td> </tr> <tr> <td>CMS 1 (tie)</td> <td>Mental Health</td> <td>\$140,000</td> </tr> <tr> <td>CMS 3</td> <td>Medical Case Management</td> <td>\$2,381,677</td> </tr> <tr> <td>CMS 4</td> <td>Early Intervention</td> <td>\$341,250</td> </tr> <tr> <td>CMS 5</td> <td>Substance Abuse – Outpatient</td> <td>\$116,622</td> </tr> <tr> <td>CMS 6</td> <td>Oral Health Care</td> <td>Part B/Rebate only</td> </tr> <tr> <td>CMS 7</td> <td>Outpatient/Ambulatory Health</td> <td>\$858,400</td> </tr> <tr> <td>CMS 8</td> <td>Health Insurance Premium & Cost Sharing Assistance</td> <td>No FY23 Part A funding - included in Rebate ADAP funding.</td> </tr> <tr> <td>CMS 9</td> <td>Home and Community Based Health</td> <td>\$86,000</td> </tr> <tr> <td>CMS 10</td> <td>Medical Nutrition Therapy</td> <td>\$44,000</td> </tr> <tr> <td>CMS 11</td> <td>Home Health Care</td> <td>No FY23 RW funding</td> </tr> <tr> <td>CMS 12</td> <td>Hospice</td> <td>No FY23 RW funding</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>Support Services (SS)</i></td> </tr> <tr> <td>SS 1</td> <td>Housing</td> <td>\$398,200</td> </tr> <tr> <td>SS 2</td> <td>Emergency Financial Assistance</td> <td>Part B/Rebate only</td> </tr> <tr> <td>SS 3</td> <td>Non-Medical Case Management</td> <td>Part B/Rebate only</td> </tr> <tr> <td>SS 4</td> <td>Food Bank/Home Delivered Meals</td> <td>\$1,213,762</td> </tr> <tr> <td>SS 5</td> <td>Psychosocial Support</td> <td>\$83,000</td> </tr> <tr> <td>SS 6</td> <td>Medical Transportation</td> <td>Part B/Rebate only</td> </tr> <tr> <td>SS 7</td> <td>Outreach</td> <td>Part B/Rebate only</td> </tr> <tr> <td>SS 8</td> <td>Health Education/Risk Reduction</td> <td>\$82,900</td> </tr> </tbody> </table>	<i>Council Priority</i>	<i>Service Category</i>	<i>Total Part A Allocations</i>	<i>Core Medical Services (CMS)</i>			CMS 1 (tie)	AIDS Drug Assistance Program	Part B/Rebate only	CMS 1 (tie)	Mental Health	\$140,000	CMS 3	Medical Case Management	\$2,381,677	CMS 4	Early Intervention	\$341,250	CMS 5	Substance Abuse – Outpatient	\$116,622	CMS 6	Oral Health Care	Part B/Rebate only	CMS 7	Outpatient/Ambulatory Health	\$858,400	CMS 8	Health Insurance Premium & Cost Sharing Assistance	No FY23 Part A funding - included in Rebate ADAP funding.	CMS 9	Home and Community Based Health	\$86,000	CMS 10	Medical Nutrition Therapy	\$44,000	CMS 11	Home Health Care	No FY23 RW funding	CMS 12	Hospice	No FY23 RW funding	<i>Support Services (SS)</i>			SS 1	Housing	\$398,200	SS 2	Emergency Financial Assistance	Part B/Rebate only	SS 3	Non-Medical Case Management	Part B/Rebate only	SS 4	Food Bank/Home Delivered Meals	\$1,213,762	SS 5	Psychosocial Support	\$83,000	SS 6	Medical Transportation	Part B/Rebate only	SS 7	Outreach	Part B/Rebate only	SS 8	Health Education/Risk Reduction	\$82,900	<table border="1"> <tr> <td>Strongly Agree</td> <td>Somewhat Agree</td> <td>Somewhat Disagree</td> <td>Strongly Disagree</td> <td>None</td> </tr> <tr> <td>14</td> <td>5</td> <td>2</td> <td>0</td> <td></td> </tr> </table>	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	None	14	5	2	0	
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6.	The amounts contracted for each service category are the same as the council’s allocations.	Award per service area match the council’s allocation plan completed in August 2023 and subsequent adjustments done through the post-award, carryover, and reallocation plans.	N/A	<p>FY23 Part A Allocation Timeline</p> <p>For all Council Actions, the description of the event is a link to the meeting minutes at which this event took place.</p> <p>August 9, 2022 FY23 non-competing continuation allocations approved by MCHACP</p> <p>September 30, 2022 FY23 non-competing continuation budget including MCHACP-approved services allocations submitted to HRSA/HAB</p> <p>January 12, 2023 FY23 partial grant award issued by HRSA/HAB</p> <p>April 6, 2023</p>	<table border="1"> <tr> <td>Strongly Agree</td> <td>Somewhat Agree</td> <td>Somewhat Disagree</td> <td>Strongly Disagree</td> <td>None</td> </tr> <tr> <td>13</td> <td>7</td> <td>0</td> <td>1</td> <td></td> </tr> </table>	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	None	13	7	0	1																
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