



Ryan White HIV/AIDS Part B Programs Site Visit Overview

2019 Administrative Reverse Site Visit (ARSV)
October 24, 2019

Jose Au Lay, MD, Project Officer
Kim Brown, Project Officer
Kenya Young, Project Officer
April Fields, Program Analyst
HIV/AIDS Bureau (HAB)

Vision: Healthy Communities, Healthy People



Session Agenda

- Welcome and Introductions
- Training Objectives
- Site Visit Overview
- Pre-Site Visit
- On-Site
- Post Site Visit
- Site Visit Planning

Site Visit Overview: Learning Objectives

Participants will:



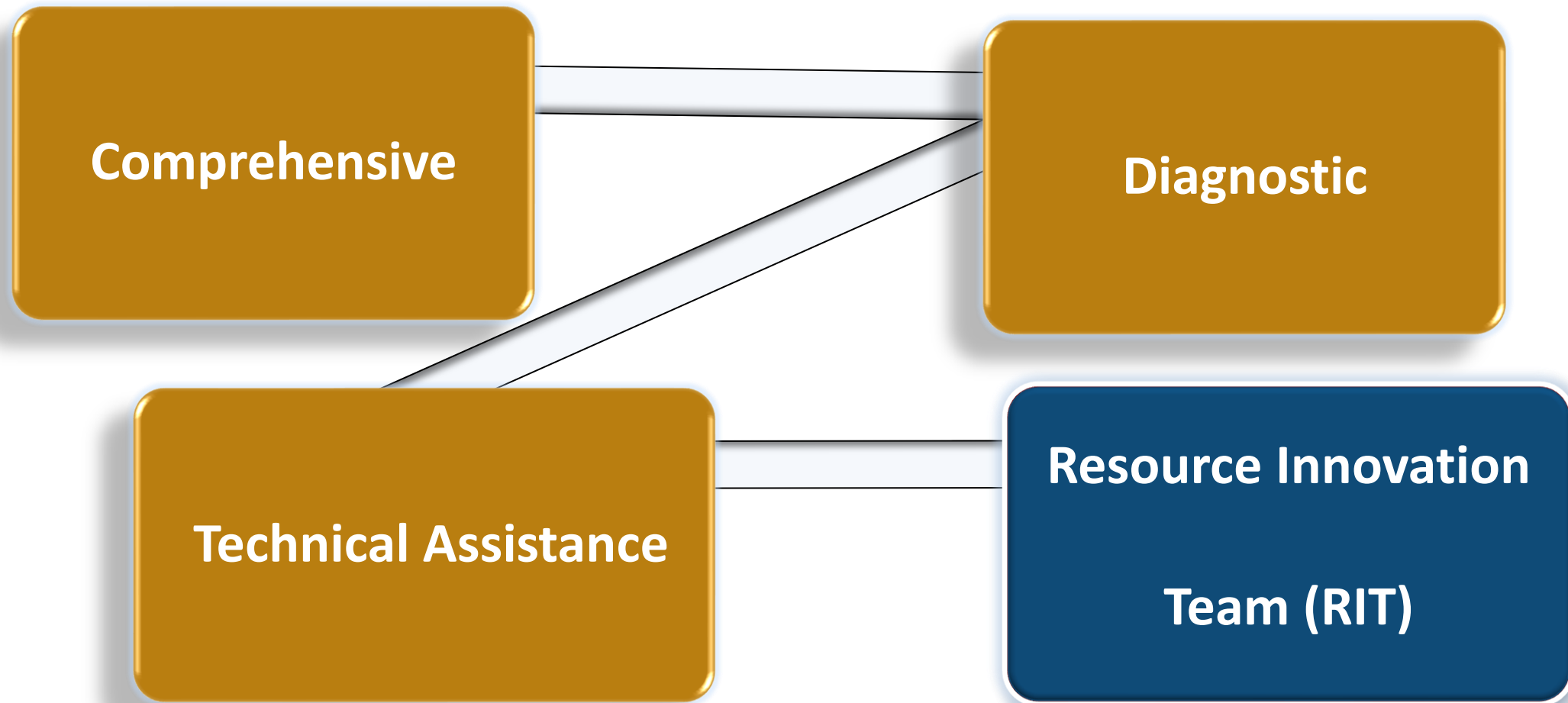
- Gain an understanding of the Division of State HIV/AIDS Programs' (DSHAP) expectations for conducting site visits
- Understand the purpose of conducting site visits
- Identify the types of site visits provided by DSHAP
- Become aware of the different stages and key actions in each phase of a site visit
- Learn how to successfully prepare and plan for a site visit

Site Visit Overview: Purpose of Site Visits

- Verify compliance with Ryan White HIV/AIDS Program (RWHAP) legislative mandates, the Health Resources and Services Administration (HRSA) policies, and RWHAP program requirements
- Assess recipient Technical Assistance (TA) needs; provide TA to support the recipient in addressing program barriers and challenges
- Ensure collaboration/coordination with other federal/state/local HIV/AIDS care and treatment providers



RWHAP Part B Site Visit Types



Comprehensive Program Review Site Visit

- Designed to provide a full operational assessment of ALL statutory and program requirements, as well as, focus on areas for fiscal, clinical quality, and administrative performance improvement
- Conducted at a minimum, once every three to five years

Comprehensive Program Review Site Visit Continued

- Designed to ensure that the recipient is compliant with legislative requirements and programmatic expectations and to identify any areas in need of improvement
- Serves as a way to provide on-site TA as well as determine additional TA needs

Diagnostic Site Visit

- The purpose of a diagnostic site visit is to address a specific “for cause” concern or issue identified through Project Officer monitoring, recipient self-assessment, and/or audit findings
- Conducted on an as-needed basis

Diagnostic Site Visit Continued

- Review previously identified programmatic, fiscal, or administrative deficiencies and/or
- Address persistent recipient non-compliance with conditions of award, program terms, and/or reporting requirements

Technical Assistance Site Visit

- The purpose of a TA site visit is to provide tailored or in-depth training, capacity-building assistance, instruction, or staff orientation around an identified area of need.

Technical Assistance Site Visit Continued

- Requests for TA may be submitted by the recipient to the project officer (PO) at any time, and are approved by DSHAP senior leadership according to priorities established for TA on an annual basis
- PO may also request a TA site visit on the recipient's behalf as a result of areas identified as needing improvement

Resource Innovation Team (RIT) Site Visit

- Designed to support jurisdictions who have been successful in generating additional resources for HIV care and treatment
- Conducted as needed (determined by the PO) *

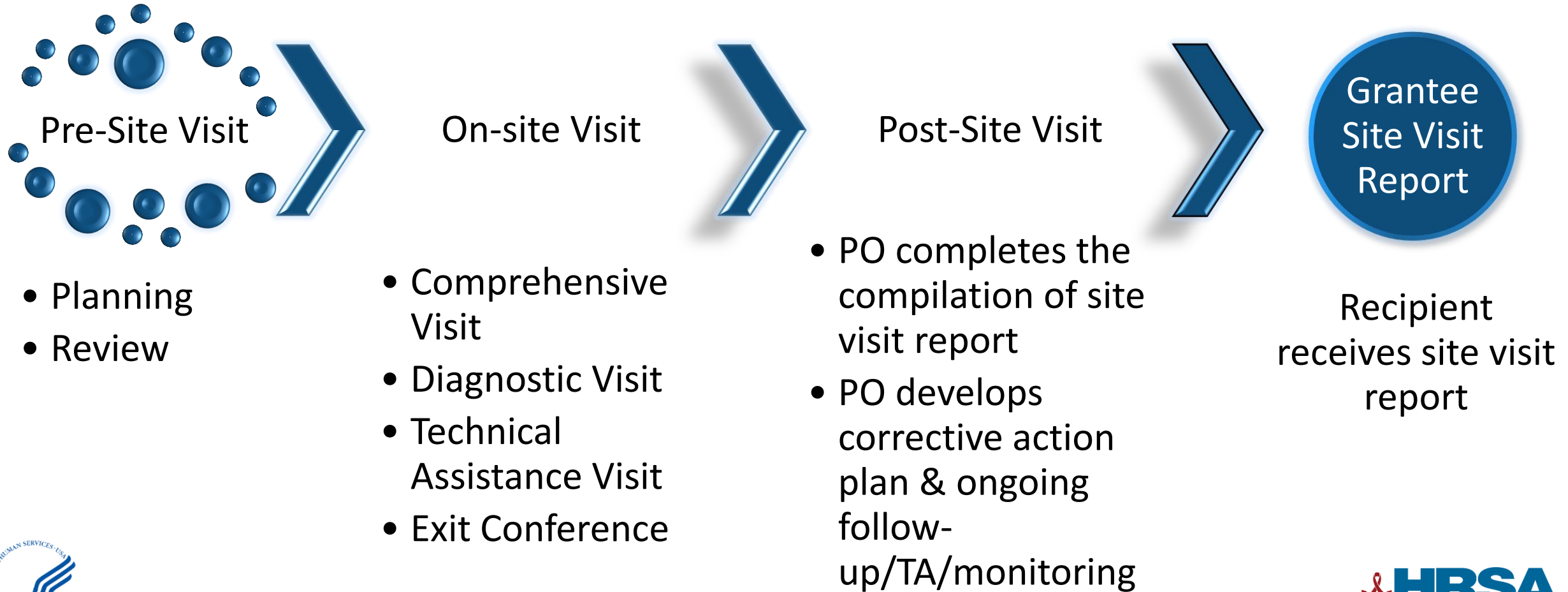
** RIT Site Visits may be requested by the recipient*



Resource Innovation Team (RIT) Site Visits Continued

- Learn more about the unique challenges faced by jurisdictions with increasing resources
- Reduce the total amount of unobligated balances (UOB) across the RWHAP Part B/ADAP
- Improve HIV outcomes across the care continuum

DSHAP Site Visit Process



Pre-Planning Tips

- Recipient will receive official notification of site visit dates
- Confirm site visit dates with PO
- Review draft agenda and provide feedback
- Provide PO with the address of the site visit building location, as well as, staff contact numbers

Pre-Planning Tips

Continued

Maintain communication with PO

- Participate in conference calls with PO and consultant team
- Discuss goals of visit
- Discuss major areas that are for review
- Discuss documents for review (pre-site visit documents and on-site documents)

More Pre-Planning Tips

- Ensure requested/required documents (pre-site and on-site) are available and ready for review
- Coordinate site visit at subrecipient location
- Develop PowerPoint slides to provide overview of the RWHAP Part B
- Coordinate the People With HIV meeting
- Ensure appropriate staff are available

Helpful Tips!

- Be flexible, open, and honest
- Identify and discuss challenges/barriers, best practices, and successes
- Utilize the Site Visit as an opportunity to enhance RWHAP Part B
- Allocate time for staff to meet with the site visit team

On Site Reminders

- Entrance conference – discuss the purpose and activities that will occur over the next two days
- Program overview
- Review documents/interview staff
- Subrecipient visit (comprehensive site visit)
- Time for discussion and document review
- Exit conference



Post-Site Visit Protocols

- Site visit report will be provided to recipient within 45 business days
- Recipient will have an opportunity to respond to site visit report
- PO will work with the recipient to develop a corrective action plan
- PO will continue to provide ongoing TA

Questions:



Contact Information

Kenya Young
Project Officer
kyoung@hrsa.gov

Kim Brown
Project Officer
kbrown@hrsa.gov





Connect with HRSA

To learn more about our agency, visit

www.HRSA.gov



Sign up for the HRSA *eNews*

FOLLOW US:

