

**Health Resources and Services Administration
HIV/AIDS Bureau, Division of Community Based Programs
Quality Site Visit Report Consultant Training Webinar
March 27, 2015**

Question: If the grantee uses one consumer group for Part C and D; do you have to do two separate consumer panel groups?

Answer: The Site Visit Consultants will only conduct two separate consumer panels when the RWHAP Part C and Part D programs function separately. In this situation, the team should plan to conduct two separate consumers panels; one panel for Part C services and one for Part D services. Otherwise, the Site Visit Consultant team will conduct one consumer panel for dually-funded RWHAP Part C and Part D programs and include the summary of the consumer panel once in the site visit report.

Question: Is it appropriate to edit the site visit report outside the online system in a Microsoft Word document?

Answer: It is appropriate to make edits to the draft site visit report outside of the on-line System after the initial submission in the online system. The final DCHAP approved site visit report provided by the Project Officer should be uploaded into TATS.

Question: If the consultant team members are having challenges with the online system who should we contact?

Answer: If consultants are experiencing challenges with the online system, please notify MSCG and they will assist the consultant(s) within any challenges with the online system.

Question: Should the summary of the Consumer Panel Overview information be noted in the Administrative Overview or Clinical Overview section of the site visit report?

Answer: The Consumer Panel Overview summary can be under the Administrative Overview section or the Clinical Overview section. Please see the Site Visit Guidance for the clinical information that must be included in the Consumer Panel Overview.

Question: Can consultants practice using the online system prior to participating in a site Visit?

Answer: There is no option to allow consultants to practice within the online system prior to participating in a site visit.

Question: Do we have to use the online system and TATs?

Answer: Consultants are required to use the online system to submit the first draft copy of the site visit report to the Project Officer. The Team Lead will upload the final DCHAP approved site visit report into the TATS system. The online system is the approved process for creating site visit reports and submitting the first draft to HRSA/HAB. If experiencing challenges with the online system, please contact MSCG. TATs is the universal system across HRSA as it relates to site visits.

Question: What information should be included in the report as it relates to Affordable Care Act (ACA)? What do grantees understand about relating their services to the ACA?

Answer: Grantees are aware they are expected to vigorously pursue and utilize Ryan White HIV/AIDS Program funds as the payer of last resort. The HIV/AIDS Bureau has released policy notices and program letters related to the Affordable Care Act (<http://hab.hrsa.gov/manageyourgrant/policiesletters.htm>). The overview section should specifically state if the State expanded Medicaid and what is the programs efforts to vigorously pursue as mandated and is this information documented.

Question: Do you have a sample site visit report available for preview?

Answer: Yes, a sample site visit report is included in the consultant packet of information provided by the contractor.

Question: Clinical Overview section includes a great deal of information, how do you envision the team share the two page limit?

Answer: The Team Leader is responsible for formatting the final draft report for submission to the Project Officer. The team can work together to ensure the overview section meets the two page limit. Consultants are encouraged to provide high level points in the overview. Please see the Site Visit Report Guidance and Sample Site Visit Report for additional instructions on the preparing the overview sections.