

EXHIBIT A – SCOPE OF SERVICES

I. GENERAL DATA

Grant Amount	\$35,000
Grantee/SERVICE PROVIDER	Health Access LLC
CFDA No.	93.940
Grantee FTI Number	84-2259646
Administrative Agency	Health Access LLC
Administrative Contact	Rhonda Stewart
Title	Vice President
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Columbus Public Health Dept. Grant Mgr.	Chris Hughes Management Analyst, Sexual Health Promotion CMHughes@columbus.gov

PROJECT DESCRIPTION

1. Health Access LLC (HA) supports clinical quality management activities for the Ryan White and HIV system of care programs. The Ryan White program aims to assure viral suppression or otherwise prevent the spread of HIV. The primary performance measure of the Central Ohio Ryan White program is the percentage of participants who achieve viral suppression. Specifically, Title XXVI of the PHS Act RWHAP Parts A – D1 establishes requirements for clinical quality management (CQM). Under the parameters set by HRSA's Policy Clarification Notice 15-02, the Ryan White recipient is required to establish a CQM program to:

- Assess the extent to which HIV health services provided to patients under the grant are consistent with the most recent Public Health Service guidelines (otherwise known as the HHS guidelines) for the treatment of HIV disease and related opportunistic infections; and
- Develop strategies for ensuring that such services are consistent with the guidelines for improvement in the access to and quality of HIV services.

HA supports Central Ohio's Ryan White Clinical Quality Management program in developing an efficient and effective process for medical case management, non-medical case management, and other supportive services. These services are designed to support achieving the programmatic performance measure of HIV viral suppression.

2. HA provides the City of Columbus (City) with customization and access to the Monitoring Platform proprietary system. The Monitoring Platform is designed to improve reporting time of quality assurance monitoring outcomes for fiscal, policy and procedure and client chart reviews conducted for monitoring grant requirements.

CONTRACT NEEDS AND REQUIREMENTS

1. CQM

- a. Review current structure (CQM Plans, work plans, QI projects) and data sets will be a critical first step in our knowledge and planning for activities with the CQM committee and Part A leadership.
- b. Use the HRSA-approved Organizational Assessment (OA) that provides a self-evaluation of the current CQM program within eight (8) domains. The OA tool results identify all essential elements associated with a sustainable CQM program and are in complete alignment with the HIV/AIDS Bureau (HAB) guidance and PCN 15-02. The results of the OA are used to develop work plans for each element that guide the planning process for CQM.
- c. Evaluate the current CQM plan using the HRSA-approved tool to gauge the effectiveness of the plan and ensure that all components were in alignment with PCN 15-02 and legislative requirements.
- d. Manage the CQM committee, especially the consumer involvement.
- e. Provide support to the current case management system redesign project using known, established quality improvement tools and practices.
- f. Provide support to an assessment and improvement into the Central Ohio regional intake and referral process.
- g. Use local data and collaborate with leaders in healthcare in the jurisdictions HA serves, the team can provide insight into CQM-informed studies, including specific goals and activities/strategies that have proven successful in other similar healthcare settings (specifically with populations of focus).

2. Monitoring Platform

- a. HA Proprietary Rights: HA retains the proprietary rights of this platform and design. The City, designated members will be provided a platform license. The City will continue to have access to the monitoring platform and all data stored will be accessible until the City determines to no longer use the platform for monitoring and reporting. In the event that the City chooses to utilize the platform no longer, HA will provide all data stored to the City and follow their process and procedures for expunging data from the system following industry standards and will comply with all HIPAA and HITECH policies. Should data be removed from the platform, it will be rendered unrecoverable.
- b. Customized Fiscal, Programmatic and Universal monitoring tools using the current structure for the Columbus TGA.
- c. 5 Licenses: Two (2) Manager users who can create and edit charts for the entire Columbus TGA team and three (3) Contributor users who can create and edit only their charts.
- d. Use of demographic collection tools for each service category to collect stratified data for use in developing and reviewing for quality improvement projects for the program.
- e. Standardized reports for each service category and by provider for the monitoring engagement year.
- f. Customized HIV Continuum Dashboard reporting.
- g. HAB measure reporting by service category.
- h. Customized CAP (corrective action plan) reporting structure: This feature allows the City to note by service category specific indicators that are aligned with the program's quality improvement projects and will provide outcomes that fall below the specified target noted by the program.
- i. Notes features by section in each monitoring tool. This tool allows you to include the notes and recommendations in the report function by service category and by provider.

- j. FPL Calculator feature for ensuring eligibility calculations are performed accurately during the monitoring review period.
- k. At least two design requests that support continued improvement for the monitoring process for the Columbus TGA. Design requests can include additional reporting structures.

3. Technical Assistance

- a. HA may provide additional technical assistance as requested by the City in addition to the contract needs and requirements stated above. Technical assistance will be billed hourly, not to exceed the current federal salary cap rate for Executive Level II.

CONTRACTOR agrees to:

1. Meet the contract obligations as outlined in this scope of services and understand that failure or refusal to comply with the provisions outlined in the scope of services may result in cancellation of this contract or a decrease in funding. The City reserves the right to withhold payment for contracted services not provided.
2. Allow the City or its representative to make periodic site visits during regular working hours to observe the program, review the information submitted in reports, document client outcomes and program impacts, and discuss any unforeseen problems or issues.
3. Provide the City a hard copy of its most recently completed agency audit.
4. Provide the City per the City Contract timely notices if it can no longer perform or execute the obligation of the Federal Ending the HIV Epidemic program or City Contract.
5. Maintain accurate and complete records and other evidence pertaining to all expenditures incurred for the contracted services. Copies of such records shall be furnished if requested.
6. Perform all services in accordance with the privacy regulations [45 CFR 164.502(e); 164.504(e)] issued pursuant to the Health Insurance Portability and Accountability Act [42 USC 1320-1320d-8] and the terms of the attached Columbus Health Department/City Privacy Agreement.

Additional Requirements

The Subrecipient understands that this contract with Columbus Public Health/City utilizes Federal grant monies from the HRSA, HAB As such, the Subrecipient agrees to comply with all Federal laws and regulations along with the appropriate requirements of the Federal Uniform Grant Guidance. The Subrecipient agrees to provide Columbus Public Health with the Subrecipient's Dun and Bradstreet Data Universal Numbering System (DUNS) Number. The DUNS number must be obtained before any payments are made to the Subrecipient.

During the term of this contract, the Subrecipient agrees to allow Columbus Public Health/City to monitor effectively the Subrecipient's use of these Federal grant monies and to ensure that the Subrecipient's performance goals are being achieved. This monitoring may include special reporting, site visits, regular contact, or other means to provide reasonable assurance that the Subrecipient administers the Federal award in compliance with laws, regulations, and provisions of the grant agreement and this contract.

Columbus Public Health is required to ensure that subrecipients comply with the audit requirements of the Federal Uniform Grant Guidance. The Subrecipient agrees to assist Columbus Public Health in this effort by providing any needed information as requested and by complying with the audit requirements of the Federal Uniform Grant Guidance.

Attached to the Scope of Services is the Notice of Award. Attachment A.