



Maricopa County
Ryan White Part A Program Policies and Procedures

Health Education/Risk Reduction

PURPOSE:

To guide the administration of Ryan White Part A (RWPA) Program's **Health Education/Risk Reduction** (a support service under the Ryan White HIV/AIDS Treatment Extension Act of 2009). The administration of funds must be consistent with RWPA client eligibility criteria and the service category definitions established by the Phoenix EMA RWPA Planning Council.

DEFINITIONS:

Health Education/Risk Reduction is the provision of information about available medical and psychosocial support services, education on HIV transmission and how to reduce the risk of transmission, and counseling on how to improve their health status and reduce the risk of HIV transmission to others.

POLICIES:

- All services reported in CAREWare for any client level service must include an identification of the staff member who provided the service.
- All activities performed must be documented in CAREWare under clients receiving services under this service category.
- For programs that bill salaries, the program should document at least 50% of allocated staff time with billed client units. Costs per client and costs per units should be reasonable when compared to EMA annual averages.

CLIENT CHARTING:

- All communications made on behalf of the client are to be documented in the client chart and must include a date, time, person(s) spoken with and a brief summary of what was communicated in adherence with the client charting definition.



Maricopa County
Ryan White Part A Program Policies and Procedures

Health Education/Risk Reduction

ELIGIBLE COSTS AND SERVICES:

Unit categories may include:

Time Units: Reflect the amount of direct service time.

Service Units: Reflect completion of a particular service related activity such as a case finding.

Product Units: Reflect the provision of a product/widget which has an identified cost.

Line Item Units: Reflect expenses identified in the budget such as salaries and fringe benefits. Must align with agency's approved budget and support documents submitted during billing.

Unit Information			CAREWare Data Entry Components			
Unit Category	Unit Name	Unit Description	Client Name	Date	Unit Measure	Price
Time Unit	Health Education	Time spent providing services which educate clients with HIV about HIV transmission and how to reduce the risk of HIV transmission. It includes the provision of information; including information dissemination about medical and psychosocial support services and counseling to help clients with HIV improve their health status.	Entered into CAREWare under actual client name. ROI must be on file.	Date service delivered	1 unit = 15 minutes	\$0
Line Item Unit	HE - 01through HE - 10	Corresponding units are named HE – O1 Individuals, HE – 02 Groups.	Entered into CAREWare under actual client name	Date service delivered	1 unit = 15 minutes	\$0



Maricopa County
Ryan White Part A Program Policies and Procedures

Health Education/Risk Reduction

Unit Information			CAREWare Data Entry Components			
Unit Category	Unit Name	Unit Description	Client Name	Date	Unit Measure	Price
Line Item Unit	HE - 01... through HE -10...	Corresponding units are named HE – O1 Salaries, HE – 02 Fringe benefits and so on. May only be billed if line item is in approved budget and support documents confirm identified expense	AAA Administrative, Admin	Last day of the month	1 unit = 1 unit per month	Actual Cost