

**Administrative Agency Report
Submitted to the
Austin Area Comprehensive HIV Planning Council
MAY 3, 2011**

I. PART A & MAI GRANTS ADMINISTRATION/ MANAGEMENT UPDATE

A. CURRENT UNOBLIGATED BALANCE (UOB) ESTIMATES

The Part A UOB estimate is currently **\$ 147,919.** The MAI UOB estimate is currently **\$76,945.** The chart below shows a complete breakdown of the estimates. The estimates may change at the next reporting date.

FY 2010 Estimated Part A Unobligated Balances and Estimated Carryover Request into FY 2011				
Fiscal Year & Source of Funds	Amount	Estimated Expenditures	Estimated Unobligated Balance	Estimated Carryover Request Amount
FY 2010 Part A Funds	\$4,118,713	\$3,970,794	\$147,919	\$147,919
FY 2009 Part A Carryover to FY 2010	\$ 116,060	\$ 116,060	\$ 0	
Part A Subtotal:	\$4,234,773	\$4,086,854	\$147,919	\$147,919
FY 2010 Minority AIDS Initiative (MAI) Funds	\$ 161,052	\$ 153,318	\$ 7,734	\$ 7,734
FY 2010 Minority AIDS Initiative (UOB)	69,211	-0-	\$ 69,211	\$ 69,211
FY 2009 MAI Carryover into FY 2011*	\$ 3,870	\$ -0-	\$ 3,870	
Part A MAI Subtotal:	\$ 234,131	\$ 161,921	\$ 76,945	\$ 76,945
TOTAL FY 2010 PART A GRANT	\$4,468,904	\$4,248,775	\$224,864	

B. CURRENT STATUS OF FY2011 PART A AND MAI CONTRACTS

Contracts are being executed for partial awards. The AA has not received notice for the remaining FY2011 funding amounts.

C. STATUS OF FY09 MAI CARRYOVER REQUEST

The Administrative Agent received notice that the FY09 MAI carryover request had been approved on April 4, 2011. (**\$3,870**)

D. HIV COMMUNITY PLANNING UPDATE

The Comprehensive Plan Steering Committee continues to meet. The first stakeholder meeting is scheduled for **May 18, 2011.**

II. PART A & MAI EXPENDITURE SUMMARIES UPDATE

A. FY10 PART A EXPENDITURE SUMMARY

The FY10 Part A service category expenditure estimates are shown below. One hundred percent (**100%**) of the year has expired. Expenditures are being reconciled with the City's accounting system and a final report will be provided in June of 2011. The tables below are repeated from last month's report. **FY11 expenditure data will also be reported on in June.**

Table 1: Ryan White FY10 Part A Overall Expenditure Summary (March 2010 to February 2011)

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
DIRECT SERVICES*	\$3,667,836	\$3,457,175	94%
ADMINISTRATION (Including Planning Council Support)	\$369,000	\$359,457	97%
Quality Management	\$197,936	\$173,542	100%
TOTAL	\$4,234,772	\$4,000,518	94%

* Includes carryover amount

Table 2: Ryan White FY10 Part A Service Category Expenditure Summary

1. CORE MEDICAL SERVICES

OUTPATIENT/AMBULATORY HEALTH SERVICES

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$1,151,809	PLANNED	7,307
REALLOCATION	(44,059)	ACTUAL	6,694
CARRY OVER (to FY11)	140,747	PERCENT	92%
TOTAL FUNDS	\$967,003	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	950
Y-T-D EXPENDITURES	\$967,003	ACTUAL	1,169
PERCENT	84%	PERCENT	123%
Comments: Due to vacant physician positions, the number of visits is lower than expected. A new physician began work in January. During the contract period, \$9,010.72 in laboratory equipment was purchased. Unexpended funds in this service category, estimated at \$140,747 will make-up a portion of the carry-over request amount submitted in May or June.			

AIDS PHARMACEUTICAL ASSISTANCE LOCAL

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$365,987	PLANNED	6,871
REALLOCATION	35,417	ACTUAL	7,656
CARRY OVER	0	PERCENT	111%
TOTAL FUNDS	\$401,404	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	1,000
Y-T-D EXPENDITURES	\$401,404	ACTUAL	977
PERCENT	110%	PERCENT	98%
Comments: Funds (\$35,417) reallocated from OAMC.			

AIDS DRUG ASSISTANCE PROGRAM (ADAP)

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$1,016	PLANNED	N/A
REALLOCATION	\$58,158	ACTUAL	N/A
CARRY OVER	0	PERCENT	N/A
TOTAL FUNDS	\$59,174	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	N/A
Y-T-D EXPENDITURES	\$59,174	ACTUAL	55
PERCENT	100%	PERCENT	N/A
Comments:			

ORAL HEALTH CARE SERVICES

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$447,732	PLANNED	2,878
REALLOCATION	0	ACTUAL	2,831
CARRY OVER	0	PERCENT	98%
TOTAL FUNDS	\$447,732	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	720
Y-T-D EXPENDITURES	\$447,732	ACTUAL	720
PERCENT	100%	PERCENT	100%
Comments:			

HEALTH INSURANCE PREMIUMS & COST SHARING ASSISTANCE

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$84,335	PLANNED	476
REALLOCATION	\$35,211	ACTUAL	603
CARRY OVER	0	PERCENT	126%
TOTAL FUNDS	\$113,735	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	86
Y-T-D EXPENDITURES	\$113,735	ACTUAL	143
PERCENT	135%	PERCENT	189%
Comments: Inclusion of co-pays and deductibles increased the number of units provided. (\$29,400 reallocated funds added to this service category from medical case management and administration).			

MEDICAL NUTRITION THERAPY

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$72,474	PLANNED	2,570
REALLOCATION	0	ACTUAL	2,570
CARRY OVER	0	PERCENT	100%
TOTAL FUNDS	\$72,474	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	188
Y-T-D EXPENDITURES	\$72,474	ACTUAL	172
PERCENT	100%	PERCENT	91%
Comments:			

HOSPICE SERVICES

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$70,000	PLANNED	349
REALLOCATION	0	ACTUAL	344
CARRY OVER	\$29,015	PERCENT	99%
TOTAL FUNDS	\$99,015	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	20
Y-T-D EXPENDITURES	\$99,015	ACTUAL	14
PERCENT	140%	PERCENT	70%
Comments:			

MENTAL HEALTH SERVICES

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$349,166	PLANNED	4,237
REALLOCATION	2,757	ACTUAL	3,743
CARRY OVER	0	PERCENT	88%
TOTAL FUNDS	\$351,923	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	428
Y-T-D EXPENDITURES	\$295,821	ACTUAL	478
PERCENT	85%	PERCENT	112%
Comments: Mental Health services funded psychiatrist resigned in September. A replacement was found, but candidate backed out at the last minute, so recruitment is again underway. An estimated \$41,000 will be reallocated to the ADAP. Due to time constraints related to amending of a mental health services contract, \$2,757 of unobligated administration funding was reallocated to another mental health service provider. Finally, approximately \$7,170 will be included in the carry-over request.			

MEDICAL CASE MANAGEMENT

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$473,410	PLANNED	24,583
REALLOCATION	(12,187)	ACTUAL	24,616
CARRY OVER	0	PERCENT	100%
TOTAL FUNDS	\$461,223	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	1,281
Y-T-D EXPENDITURES	\$461,223	ACTUAL	1,518
PERCENT	97%	PERCENT	118%
Comments: Funds were reallocated to Food Bank and Health Insurance Premium Assistance.			

SUBSTANCE ABUSE OUTPATIENT CARE

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$203,172	PLANNED	2,902
REALLOCATION	\$2,300	ACTUAL	3,071
CARRY OVER	0	PERCENT	106%
TOTAL FUNDS	\$205,472	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	110
Y-T-D EXPENDITURES	\$205,472	ACTUAL	212
PERCENT	101%	PERCENT	193%
Comments:			

2. SUPPORTIVE SERVICES

OUTREACH

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$92,669	PLANNED	1,200
REALLOCATION	0	ACTUAL	1,282
CARRY OVER	0	PERCENT	106%
TOTAL FUNDS	\$92,669	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	45
Y-T-D EXPENDITURES	\$92,669	ACTUAL	59
PERCENT	100%	PERCENT	108%
Comments:			

FOOD BANK/HOME DELIVERED MEALS

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$60,951	PLANNED*	1,693
REALLOCATION	\$37,685	ACTUAL	2,579
CARRY OVER	0	PERCENT	152%
TOTAL FUNDS	\$98,636	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED*	139
Y-T-D EXPENDITURES	\$98,636	ACTUAL	139
PERCENT	162%	PERCENT	100%
Comments: Funds reallocated funds from administration, quality management, and medical case management.			

MEDICAL TRANSPORTATION

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$30,000	PLANNED	2,730
REALLOCATION	0	ACTUAL	2,708
CARRY OVER	0	PERCENT	99%
TOTAL FUNDS	\$30,000	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	489
Y-T-D EXPENDITURES	\$30,000	ACTUAL	437
PERCENT	100%	PERCENT	89%
Comments:			

SUBSTANCE ABUSE-RESIDENTIAL

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$98,183	PLANNED	602
REALLOCATION	(13,238)	ACTUAL	548
CARRY OVER	0	PERCENT	91%
TOTAL FUNDS	\$84,945	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	31
Y-T-D EXPENDITURES	\$84,945	ACTUAL	21
PERCENT	87%	PERCENT	68%
Comments – Unexpended funds reallocated to ADAP.			

HOUSING (NEW SERVICE CATEGORY)

FUNDING/EXPENDITURE		NUMBER OF UNITS PROVIDED AND NUMBER OF UNDUPLICATED CLIENTS SERVED	
SUMMARY		UNITS	
ALLOCATION	\$87,045	PLANNED	78,340
REALLOCATION	0	ACTUAL	78,340
CARRY OVER	0	PERCENT	100%
TOTAL FUNDS	0	UNDUPLICATED CLIENTS	
Final Adjustments	0	PLANNED	125
Y-T-D EXPENDITURES	\$87,045	ACTUAL	137
PERCENT	100%	PERCENT	110%
Comments			

B. FY2010 MAI EXPENDITURE SUMMARY

The FY10 MAI service category expenditure estimates are shown below. One hundred percent **(100%)** of the year has expired. Expenditures are being reconciled with the City's accounting system and a final MAI report will be provided in June of 2011. The tables below are repeated from last month's report. **FY11 MAI expenditure data will also be reported on in June.**

Table 3

FY10 MAI Expenditure Summary (August 2010 through February 2011) 7 month period

CATEGORY	Budgeted Amt	Expended Amt	Percent Expended
DIRECT SERVICES	\$126,513	\$123,552	98%
ADMINISTRATION	\$ 23,026	\$ 19,105	83%
QUALITY MANAGEMENT	\$ 11,513	\$ 10,661	93%
TOTAL	\$161,052	\$153,318	95%

Table 4

FY10 MAI Service Category Expenditure Summary (August 2010 through Feb 2011)

CATEGORY	Budgeted Amt	Expended Amt	Percent Expended
Non-Medical Case Management	\$96,797	\$93,836	97%
Outreach	\$29,716	\$29,716	100%
TOTAL	\$126,513	\$123,552	98%

III. CLINICAL QUALITY MANAGEMENT (CQM) PROGRAM

- The Medical Case Management transition team has divided into two subcommittees, one focused on standards development and the other on common forms development. Each subcommittee met once in April and will meet in a day long meeting on May 3rd at Wright House Wellness Center. Overview and details are beginning to fall into place. We will meet with the HRSA Consultant on May 24 and 25.
- The Return to Care Collaborative continues to meet on a bimonthly basis, with the next meeting schedule at the David Powell Clinic on May 25. An update will be provided next month.
- Follow up on further progress with Outpatient Ambulatory Medical Care (OAMC) services on the chart audit results from the TMF Health Quality Institute in mid-March, is planned for Mid-May 2011.
 - As a reminder negative findings for OAMC services were centered on documentation issues primarily related to a transition from a paper chart to an electronic health record. Follow up on client referrals was also noted to be lacking in this sample of 2010 charts, however since that time the OAMC has hired a referrals coordinator. Further findings of note included low rates for PAP smears and TB testing, both of which are now performance improvement projects.

IV. CLIENT COMPLAINTS

None

VII. IMPORTANT DATE(S) TO REMEMBER

<u>DATE</u>	<u>EVENT</u>
May 18, 2011	HIV Community Planning - Stakeholder Meeting
May 24-25, 2011	Case Management Transition Team Meeting
June 13-15, 2011	2011 Street Outreach Workers Conference
June 6, 2011	HIV Community Planning – Community Forum
June 20-21, 2011	Texas Ryan White All-Parts Meeting
Aug. 14-17, 2011	National HIV Prevention Conference