

As the fiscal agent for the Ryan White Title Part B, HOPWA and Area 8 AICP program in Area 8, the Health Planning Council of Southwest Florida strives to pay for funded services with available funds according to fiscal year contract agreements without disrupting patient care, housing and/or insurance coverage. Each program has different requirements and in one case a different fiscal year. This policy outlines, by program, the general rules and processes to be used in processing the end of the fiscal year authorizations and invoices.

Ryan White Part B

Ryan White Part B has a fiscal year beginning April 1 and going through March 31. Funding is allocated and paid for services with **dates of service** within those dates. The service is for example a medical visit, a panel of lab procedures, a dental service, a prescription filled or a case management FTE. The dates these services occurred or the FTE was employed have to have occurred on a date within the contract year. For example, a prescription picked up on March 30, 2009 will be paid from the 2008-2009 fiscal year. If the prescription was not picked up until April 2, 2009, it would be paid from the 2009-2010 fiscal year. The date of service must be listed on all invoices and it is the date of service on the invoice that is what guides which fiscal year the invoice is paid from. The exceptions are food and transportation vouchers. Because these items are provided as needed and can only be realistically purchased in bulk, the date of service is the date the service was purchased. There have been occasions where a dental provided requires the entire plan of care be "purchased" up front and therefore the purchase was on a date prior to the provision of the services. That is an exception provided on a case-by-case basis.

In order to minimize the authorization of services that will not likely occur in the fiscal year encumbered, HPCSWF stops encumbering to the current fiscal year beginning the second week of March. There will be a portion of funding held back in reserve for those two or three weeks in March to be used as services occur. For example, a client comes in for a dental problem on March 27, 2008. The service was not prior authorized as it was an acute problem that appeared that day and it is late March. The patient is seen and services are provided that day. The case manager or primary care provider calls that day to get an authorization for that patient as they are already at the dental office. That service is later billed and paid under the 2008-2009 contract.

HOPWA

HOPWA has a fiscal year beginning July 1 and ending June 30. Funding is allocated and paid for assistance provided within those dates. Assistance is counted in days, not by dates. Dates of services on a rental agreement or utility bill are used to count days of assistance. The 'date of assistance' is the date the request for assistance is made with the HOPWA case manager. For example, a client presents to a case manager on July 3, 2008 with two months of past due invoices dated March 1 - March 31 and April 1 - April 30. The case manager completes a request for assistance on July 3, 2008 for 61 days of assistance. That request is paid from the 2008-2009 contract period. Likewise, if the client had presented to the case manager on June 30, 2008 with a July 1 – July 30 mortgage coupon he was not going to be able to pay and needed assistance with, the case manager would complete a request for 30 days of assistance on June 30. That would be paid from the 2007-2008 contract.

AICP

AICP has a fiscal year beginning July 1 and ending June 30. Being a Ryan White Part B program, AICP following dates of coverage but is more flexible. If someone on April 1, 2008 is asking for premiums to be paid covering May – July 2008, the entire amount is paid from the 2007-2008 contract despite having July in the coverage dates. If the client was asking for assistance for July – September in June 2008, that would be paid from the 2008-2009 contract.