

Instructions for Completing Program Reports

Description: Program reports are an instrument for contractors to update the Virginia Department of Health, HIV Care Services Unit on the progress of the activities being carried out according to the agreement with VDH for the provision of Ryan White Core and Support Services. The report should reflect accurate and complete information about the progress to goals outlined in the work plan of each contractor. The instructions below will provide a clear explanation for each section of the document.

Program Report Section Instructions: Below is a detailed explanation for each section of the program report document. Please review all information carefully to ensure the correct information is being recorded.

Highlights: In this section, it is expected that contractors will highlight/ summarize activities being carried out as part of Ryan White Part B services. Report any activities that impact the program. These impacts can be either positive or negative in nature. An example is: *Contractor X conducted a workshop for clients on the importance of stress management to reduce illness.*

Restatement of Objectives: In this section, contractors should import their process objectives that are started in the approved work plan. It is **NOT** necessary to import outcome objectives or activities in this section. Below are examples of process objectives, outcome objectives and activities.

Process Objective Contractor X will provide comprehensive medical services to 100 persons living with HIV/AIDS.	Activities At least twice a year, all clients will have complete lab work.	Outcome Objective By March 31, 2012, 100% of 100 clients will have at least two medical visits with an infectious disease provider.
---	--	---

Activities Undertaken to Meet Objectives: In this section you will talk about the activities you have conducted during the reporting period to meet the above process objectives. You can also discuss any outcome objectives you have completed. This section should relate back to your process objectives. Any other activities that are not related to your objectives should be reported in the highlight section. *For example, 12 clients received oral health services in the September. We have met our goal for the quarter of patients seen for services.*

Lead Agency Activities (for consortia only): In this section you will talk about the activities you have conducted during the reporting period to meet the above process objectives. Report on quality management, and planning and evaluation activities in this section as it relates to the coordination of services for the consortium.

Quality Management: Report on the percentage of compliance with HRSA quality indicators by running the quality indicator report in VACRS. For contractors who are funded for medical case management,

please also run the case management quality indicator report in VACRS in addition to the quality indicator report.

Virginia
CLIENT REPORTING SERVICES

Home

Please click the links below to access the report pages.

Provider Name

Provider
Active Clients
Inactive Clients
Client Demographics
Client Services
Individual Client Intake
List Clients by Service
Provider Poverty Levels

Provider/Regional/State Reports
Provider, Regional and State Demographics and Service Summary
Quarterly Provider, Regional, and State Demographics and Service Summary
Cross-Part Collaborative Measures Report
VDH- HRSA Implementation Plan
Multiple Providers Report
Part B Encounter Submission Status
Quality Indicators (Unknown/Missing Responses) ←

Quality Assurance
Missing Data Report
Provider Missing Data
Questionable Dates of Birth
Possible Duplicated Clients
Client Zip Code
Unknown HIV/AIDS Status
Case Management Quality Indicators ←
Review Currently Funded Services

Change Password
Change Password
Add Client
Add Client
Reactivate Closed Cases
Intake
Communications
Demographics
Financial
Risk
Medical Info
Medical Screenings
Labs
Pregnancy
Aids Defining Condition
Notes
Services
Services
Outreach
Outreach Follow Up
Reports
View Reports
Provider
Provider
Provider Funding
Provider Part C
Downloads
Documents

Medication Access: In this section please report all activities conducted to ensure clients have access to HIV-related medications. Please discuss the number of patient assistance programs (PAP) applications **completed, number of prescriptions paid for through local AIDS Pharmaceutical Assistance Programs** and Health Insurance Premiums and Cost Sharing programs. Report any barriers that have come up in providing this service to clients.

Corrective Action (for consortia only): In this section, discuss and update any corrective action plans established to address any performance issues with subcontractors.

Waitlist Status: In this section, report on any wait list in the service area. Discuss the wait time for first appointments and any change in an existing waitlist. A wait list is defined as a wait time of two weeks or more for an initial appointment. If no wait time exist but you are expecting one to occur please note the information in this section.

Report on Data Entry: In this section, please report on the status of entering data into VACRS. Also discuss if there are any variances in the data reported in VACRS versus your internal tracking mechanism. If you have any issues with entering data please discuss those issues so they can be addressed.

Troubleshoot Tips:

- The form is an excel file. Please do not change any of the formulas in the excel spreadsheet. They have been designed to ensure accuracy.
- To start a new line within excel hit Alt + Enter within the cell.
- Use your instructions to assist with addressing all topic areas.
- Run your VACRS data on the day you complete the report to ensure a better match. Print the VACRS report and submit with your report so we are able to track any variances in data.
- For the Quality Management Indicators please run report on a calendar year for a better reflection of data.

For more information or concerns about using the program report form, please contact your contract monitor. If your contract monitor is unavailable you may contact Lenore Drewry at Lenore.drewry@vdh.virginia.gov