

# RSR Ryan White HIV/AIDS Program Services Reporting System

## Incorporating Fiscal Intermediaries into the RSR



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Welcome to today's Webcast titled: "Incorporating Fiscal Intermediaries into the RSR"

My name is Michael Costa, and I am a member of the SPHERE/Abt team, one of several groups engaged by HAB to provide training and technical assistance to Ryan White grantees during the implementation of the RSR.

Thank you so much for joining us today!

This webcast is part of HAB's ongoing series designed to assist Ryan White grantees in transitioning to the RSR system. Today's webcast is presented by Ellie Coombs, also from SPHERE/Abt, and Maria Jackson-Hittle from the WRMA/CSR team. We hope to help you understand how you can use your Fiscal Intermediaries to submit the RSR and how best to input information about them in the Provider and Grantee reports.

We will have a question and answer period at the end of the presentation. At any time during the presentation, you will be able to send us questions using the "Chat" function or you can call in at the end of the presentation.

## Who's Here from the RSR TA Team

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- SPHERE/Abt – **Peggy O'Brien-Strain and Ellie Coombs**
- WRMA/CSR - **Maria Jackson-Hittle**
- SAIC - **Stefani Olsen**



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Maria, Ellie and I are accompanied by several other members of the RSR TA team. Also here to help answer your questions are Peggy O'Brien-Strain from SPHERE/Abt and Stefani Olsen from SAIC.

Now, I'll hand it over to Ellie.

## Outline of Today's Agenda

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- What are Fiscal Intermediaries?
- How can my Fiscal Intermediary help me with the RSR?
- How do I input information about Fiscal Intermediaries into the RSR?
- Question/Answer period

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During today's webcast, we'll first define fiscal intermediaries and talk about how they can help you with RSR submission. Then, Maria will do a website demo of where and how to input information about fiscal intermediaries into the RSR. We'll end with the question/answer period.

## What Are Fiscal Intermediaries?

- Providers that perform administrative tasks on behalf of grantees:
  - Identify sub-providers
  - Distribute funding **Required!**
  - Supervise sub-provider performance
  - Monitor quality of care
  - Manage reporting

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In order to be defined as a fiscal intermediary, the agency must take an active role in helping the grantee manage providers.

Some activities that fiscal intermediaries perform are sending out RFPs to potential providers, reviewing proposals and selecting the providers, distributing funding, supervising provider performance, and managing provider reporting.

The one activity that is **required** of fiscal intermediaries is that they distribute funding.

That said, if that is the **only** activity that the agency does, the agency is not necessarily a fiscal intermediary. For example, if the agency **only** maintains the grantee's funds and writes checks to providers, the agency is not a fiscal intermediary. The agency must *also* take on a prominent role monitoring providers to be considered a fiscal intermediary. *The other tasks on this slide are examples of the kinds of monitoring that we mean.*

## **Example of a Fiscal Intermediary/Grantee Relationship**

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- Part B grantee, State of Euphoria, divides its state into four regions: northeast, southeast, northwest and southwest
- Part B grantee selects four providers to serve as “lead agency” in each region and distributes \$500,000 to each
- The lead agencies are the Part B grantee’s Fiscal Intermediary/First-Line Providers
- Each lead agency identifies sub-providers in their regions and distributes the Part B funds
- The sub-provider agencies are the Part B grantee’s Second-Line Provider

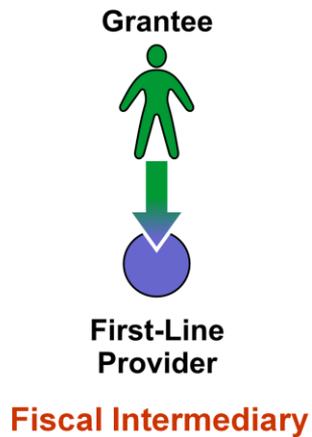
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Now, let’s look at an example of a fiscal intermediary.

The State of Euphoria is a Part B grantee, which divides its state into four regions. To better support and monitor providers, the grantee selects a lead agency in each region and distribute s\$500,000 to those agencies. These lead agencies are the grantee’s first-line providers.

## Fiscal Intermediaries are First-Line Providers

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By now, I expect most of you are familiar with the image on this slide. We use it in several parts of the RSR Instruction Manual to help illustrate the relationships among different grantees and providers.. HAB distributes funding to the grantee of record who then distributes funding to the first-line provider – in this case, the fiscal intermediary. This image helps explain the relationship between the grantee and the fiscal intermediary.

## **Example of a Fiscal Intermediary/Grantee Relationship**

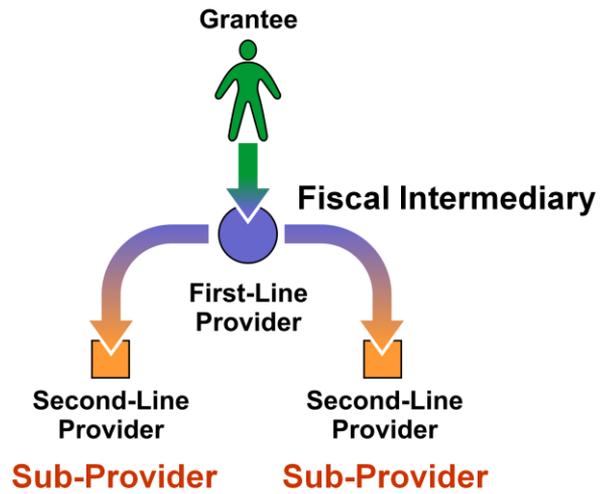
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- Each lead agency identifies sub-providers in their regions and distributes the Part B funds
- The sub-provider agencies are the Part B grantee’s Second-Line Provider

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Going back to our example of the State of Euphoria, each lead agency or fiscal intermediary identifies the sub-providers in the region that will provide services. These sub-providers are second-level providers.

## Each Sub-Provider is a Second-Line Provider to the Grantee



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...as depicted by this image.

## A Fiscal Intermediary Is Not...

- Responsible for funding allocation and reporting to HAB
  - The grantee of record is ultimately responsible!
- A Second-Level Provider to itself
- The Grantee
  - A Grantee cannot assign itself as a Fiscal Intermediary

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Although fiscal intermediaries can be very useful to grantees in provider management, they are **not** the ones ultimately responsible for funding allocation, service provision, and reporting **to HAB**. As stated on page 12 of the instruction manual, grantees of record are responsible for managing and monitoring each project, program, subaward, function or activity supported by the award.

Second, a fiscal intermediary shouldn't be listed as a second level provider to itself. If a fiscal intermediary also provides services, the grantee has two options for setting up the contracts list.

-- The first option is to have all services of the fiscal intermediary, including administrative and care services, in one contract based on the funding year.

-- In the second option, the grantee would set up two contracts, one for fiscal intermediary services only and a second for all other services.

Finally, a grantee cannot assign itself as a fiscal intermediary.

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- Question/Answer period

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Now, I'll talk about the role fiscal intermediaries can play in helping you with the RSR.

## A Fiscal Intermediary Can...

- Confirm your list of Second-Line Providers who are responsible for RSR submission
  - Remember, some Second-Level Providers can be exempt from reporting
- Review Provider Reports and Client-Level Data Confirmation Reports
- Offer feedback to grantees on whether reports should be accepted

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One important role a fiscal intermediary can play is confirming your list of second-level providers and the services they provide. They can also help you decide which second-level providers are exempt from RSR submission because they meet certain criteria.

Many grantees and providers have complained that HAB has been seeking, and requesting client-data uploads from providers that were not part of the “big three.” We all regret making additional work, and it might help if we explained how we come to the conclusion that a client upload is required. For example, if you indicated that a certain provider delivered outpatient ambulatory medical care, our data system would be set to expect *both* a provider report *and* a client data upload. If, in fact, the provider did not *actually* provide outpatient ambulatory medical care, it would **not** upload client data. And we would mark their report as not submitted. Fiscal intermediaries can help you assign services to providers accurately in the Provider Report, so this doesn’t happen.

Grantees are responsible for reviewing and approving Provider Reports. Fiscal intermediaries can review the Provider Reports and the client-level data confirmation reports and offer feedback to the grantee on whether the report should be approved and why or why not. Grantees and fiscal intermediaries do not have access to the client-level data uploaded to the RSR. However, if providers would like to share this data with grantees and fiscal intermediaries, they can do so on their own with the proper data use agreements in place.

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Now, Maria is going to give us a demo of how to input information about fiscal intermediaries into the Grantee and Provider reports. Please be patient while we move over to the application; your screen may go blank for a few seconds.

## TA Resources

- Data element definitions (WMRA/CSR help desk)
  - 1-888-640-9356
  - [rwdatasupport.wrma@csrincorporated.com](mailto:rwdatasupport.wrma@csrincorporated.com)
- RSR system within the EHB and XML uploads (SAIC call center)
  - 1-877-466-4772
  - [CallCenter@HRSA.gov](mailto:CallCenter@HRSA.gov)
- Systems development and the eUCI (SPHERE/Abt)
  - [RSR.TA@sphereinstitute.org](mailto:RSR.TA@sphereinstitute.org)



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For support in submitting the RSR, please contact one of our RSR TA contractors. For data element definitions, contact the WMRA/CSR help desk, for help with the RSR system within the EHB or the XML upload, contact the SAIC call center, or for systems development support or the eUCI, contact SPHERE/Abt.

## TA Resources on TARGET

- Instruction Manual
  - [http://careacttarget.org/library/RSR\\_Instruction\\_Manual.pdf](http://careacttarget.org/library/RSR_Instruction_Manual.pdf)
- Data Dictionary
  - [http://careacttarget.org/library/RSR\\_Client\\_Level\\_Data\\_Dictionary.pdf](http://careacttarget.org/library/RSR_Client_Level_Data_Dictionary.pdf)



There are also plenty of helpful information on the TARGET Center website, including the Instruction Manual and Data Dictionary.

## Outline of Today's Agenda

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- What is a Completeness Report?
- How can I access it?
- How can I use the Completeness Report to improve data quality?
- Question/Answer period

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Now, I will pass the presentation off to Michael, who will facilitate the question/answer period.