

Subrecipient Summary Table of Document Deliverables to VDH for Ryan White Grant Year 2016-2017

Below is a table that details the documents, frequency and due dates for submission to VDH. If you have questions about their applicability to your organization, please check with your HIV Services Coordinator. In addition to submitting these documents, attendance is also required at the Quarterly Subrecipients Meeting, Quality Management Advisory Committee Meetings, the Quality Management Summit, meetings and updates related to VDH's client-level data system, and other meetings or trainings that may be specific to activities for which you are funded.

Document	Frequency	Due Date (s)
Certification Regarding Lobbying * (signed)	Annually	Within 30 days from the beginning of the grant year
Disclosure of Lobbying (signed)	Annually	Within 30 days from the beginning of the grant year
Copy of Most Recent Audit to include Response and Corrective Action Plan **	Annually	Within 30 days from the beginning of the grant year
DDP Security and Confidentiality Guidelines ***	Annually for all employees that handle or have access to Personal Health Information	Within 30 days from the beginning of the grant year
Signed Assurances/Allowable Costs	Annually	July 1 st of each grant year
Copies of any Subcontracts (signed)	Annually	Within 30 days from the beginning of the grant year
Copy of Agency's Client Grievance Policy	Annually	Within 30 days from the beginning of the grant year
Copy of Agency's Administrative Allocation Cost Plan	Annually	Within 30 days from the beginning of the grant year <i>(these also should be available during budget negotiations for the next grant period)</i>
Annual Report (Narrative)	Annually	45 days after the end of the grant year; submit with the final invoice
Final Reconciliation Invoice	Annually	45 days after the end of the grant year
Quality Management Plan	Annually	Within 60 days from the beginning of the Grant Year
Quality Improvement Project (QIP) Plan including baseline Data	Annually	Within 60 days from beginning of the grant year
Budgets and Expenditures from all Ryan White Parts	Annually	Annually
Data to Care (DtC) Lists and any other required documentation	As described in DtC Protocol	As described in DtC protocol

Patient Navigation (PN) Implementation Fidelity Summary Form and any other required documentation	Twice Annually	As described in PN protocol

Quality Improvement Project Report	Quarterly	1 st Quarter July 1 2 nd Quarter October 1 3 rd Quarter January 1 4 th Quarter April 1
Invoices, including reporting of program income	Monthly	Within 30 days following the month being invoiced
Monthly Progress Reports (Narrative) to include information on Quality Management and Quality Improvement Activities	Monthly	Within 30 days following the month being invoiced
Enter provider and client level data into VDH state-wide database	Monthly	Within 15 days following the end of the reported month
ADAP Client ACA Enrollment Tracking Log	Weekly	During ACA Health Insurance Marketplace Open Enrollment

- * For contracts awards equal to or greater than \$100,000
- ** If an audit occurs during the contract period, submit a copy of the audit and response to VDH within 15 days of responding to the federal auditor.
- ***Submit the most recent version. Updates are posted in May of each year. For employees that are hired after July 1, but during the grant year, please submit a signed copy within 30 days of hire.