



Maricopa County  
Ryan White Part A Program Policies and Procedures

Psychosocial Support Services

**PURPOSE:**

To guide the administration of Ryan White Part A (RWPA) **Program's Psychosocial Support Services** (a support service me under the Ryan White HIV/AIDS Treatment Extension Act of 2009). The administration of funds must be consistent with RWPA client eligibility criteria and the service category definitions established by the Phoenix EMA RWPA Planning Council.

**DEFINITIONS:**

Psychosocial Support Services include support and counseling activities, child abuse and neglect counseling, HIV support groups, pastoral care/counseling (provided by an institutional pastoral care program or separately incorporated pastoral care); caregiver support and bereavement counseling, nutrition counseling provided by a non-registered dietitian.

**POLICIES:**

- The funds are intended to provide support to eligible clients by addressing psychosocial concerns while promoting good physical and mental health as it relates to keeping clients in medical care and adherent to HIV medications.
- Funds under this service category may not be used to provide nutritional supplements
- All groups under this service category must be approved by the Administrative Agent before billing and reimbursement are allowable. A behavioral health group Condition of Award should be completed and submitted to the AAs office for approval.
- For contracts who fund salaries, the program should document at least 50% of allocated staff time with billed client units. Costs per client and costs per units should be reasonable when compared to EMA annual averages.

**CLIENT CHARTING:**

All communications made on behalf of the client are to be documented in the client chart and must include a date, time, person(s) spoken with and brief summary of what was communicated in adherence with the client charting definition.

All paper chart documents must be original documentation and contain original dates and signatures of contract budgeted staff providing services i.e. assessments, treatment plans, and progress notes. All Electronic Medical Records must include authenticated, dated electronic signatures. The AA will only review documentation which is authenticated original documentation, and will not accept copies of assessments, treatment plans, or progress notes as acceptable documentation of services provided.



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Any records that do not include authenticated signatures of budgeted contract staff providing services will be considered unallowable units, and will not be reimbursed.

Units billed must be noted in chart as required and include the duration of the encounter (start/stop times and/or total minutes/hours spent with client).



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**ELIGIBLE COSTS AND SERVICES:**

Unit categories may include:

Time Units: Reflect the amount of direct service time.

Service Units: Reflect completion of a particular service related activity such as a case finding.

Product Units: Reflect the provision of a product/widget which has an identified cost.

Line Item Units: Reflect expenses identified in the budget such as salaries and fringe benefits. Must align with agency's approved budget and support documents submitted during billing.

Unit Information			CAREWare Data Entry Components			
Unit Category	Unit Name	Unit Description	Client Name	Date	Unit Measure	Price
Service Unit	Psychosocial Groups/ Psychosocial Services	Time spent providing psychosocial group services for eligible clients.	Entered into CAREWare under actual client name. ROI must be on file.	Date service was delivered	1 unit = 15 minutes	\$0
Service Unit	Psychosocial Assessment	Psychosocial Assessment includes time spent conducting a psychosocial assessment for eligible clients.	Entered into CAREWare under actual client name. ROI must be on file.	Date service was delivered	1 unit = 15 minutes	\$0
Line Item Unit	PS - 01... through PS - 10...	Corresponding units are named MCM – O1 Salaries, MH – 02 Fringe benefits and so on. May only be billed if line item is in approved budget and support documents confirm identified expense.	AAA Administrative, Admin	Last day of the month	1 unit = 1 unit per month	Actual Cost