



District of Columbia Department of Health Procedure Title: HAHSTA Fee-For-Value Process Assessment and Outcome Measures Policy		PROCEDURE Implementing Office: HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA) Training Required: No Originally Issued: 08/17/2022 Revised/Reviewed: N/A
Program Approval: 	Recipient Authorization: 	Effective Date: 3/1/2022 Valid Through Date: 2/28/2023
Name, Ryan White Program Manager	Name, Ryan White Recipient	
SUBJECT Fee-For-Value Process Assessment and Outcome Measures Policy		
I. PURPOSE	The purpose of this policy document is to outline the process by which HAHSTA will conduct an annual process and outcome measure assessments for Fee-for-Value (FFV) sub-recipients. This document articulates the guidance and expectations for generating the process and outcome measure assessment point values which are used to determine the value enhancement award in each FFV service area.	
II. Definitions & Acronyms	Algorithm: A process or set of rules to be followed in calculations or other problem-solving operations, especially by a computer. For a detailed explanation of the FFV algorithm, refer to the <i>Calculator Written Guide</i> . FFV Calculator: Excel spreadsheet used to determine award amounts considering: <ol style="list-style-type: none"> 1. Total size of target population. 2. Grouping of similar sized subrecipients into small, medium and large quantiles. 3. Funding divided amongst quantiles per service area. Outcome Metrics: Specific data collected to assess the extent to which results were achieved, unique for each service area. For a detailed explanation of the FFV outcome metrics, refer to the <i>FFV Outcome Measure Policy</i> .	
III. Procedures	Summary: HAHSTA will conduct an annual review of each FFV sub-recipient's processes and outcome measures as outlined in the process assessment tool and outcome measures document. These reviews will take place at the start of the fourth quarter of the current grant in preparation for continuation funding decisions ** The Fee-for-Value (FFV) program model is a subset of the traditional grant-funded model with enhanced inputs that are factored in when determining final award	

amounts. The service categories included in the FFV program are Outpatient/Ambulatory Health Services, Medical Case Management, Non-Medical Case Management, Medical Nutrition Therapy, and Foodbank/Home-Delivered Meals. For each service category, there are two funding components that are divided into four parts. The two funding components are *Capacity* and *Value* Enhancement. The *Capacity* component includes two factors: the baseline and service size awards. The *Value* Enhancement component includes two factors: the process assessment and outcome measure awards.

Process Assessment: Funded sub-recipients will be awarded funds based on their performance as a Ryan White sub-recipient and for providing the funded services, commensurate with the size and scope of their program.

The process assessment is an objective tool to evaluate current practices at each organization. The tool will be based on Ryan White Program deliverables and administered by HAHSTA staff. The process assessment is specific to each funded service category, and reviews the quality management activities, program reporting, and general fiscal elements.

Outcome Measures: Sub-Recipients will be grouped into quantiles and assessed with like-sized organizations. Only the top performing providers in each group will be awarded funds, proportionate to performance. The outcome metrics will be specific to the funded service category i.e., Outpatient/Ambulatory Health Services, Medical Case Management, Non-Medical Case Management, Medical Nutrition Therapy, and Foodbank/Home-Delivered Meals. Data for the metrics will be retrieved from data submitted into CAREWare.

Schedule: To prepare continuation funding recommendations, the process and outcome measure assessments will be conducted in December to determine the amount of the value enhancement award for each sub-recipient and service area. Funding will be made available at the start of the next grant year, March 1.

**In grant year one, HAHSTA staff will conduct the process assessments in July 2022, to determine funds that will be awarded in month seven of year one. In year one the value enhancement award will be calculated based solely on the points from the organization's process assessment. These funds will be made available October 1.

Reviewing Officials: Process assessments will be conducted by the assigned Program Officer, Grants Management Specialist and Quality Coach. Outcome measures will be measured by the Ryan White data manager. The FFV Coordinator will review the assessment results and use that information to input the values into the FFV calculator to determine the value enhancement award.

Review Procedures: Each HAHSTA unit will develop an infrastructure to monitor the elements within each process assessment (see the process assessment tool).

	<p>Program Officers will track the service delivery and program reporting elements. The quality coach will track the quality management elements, and grants management specialist will track the fiscal elements. The Ryan White data manager will track the outcome measure data.</p> <p>The FFV Coordinator will host a folder on ShareFile with the process assessments and outcome measure document for each sub-recipient. The FFV Coordinator will convene a meeting with all reviewing officials to assess the validity of the process and outcome measure assessments.</p> <p>Results: The Recipient, will make final determinations of sub-recipient value enhancement awards based on other inputs, including but not limited to, provider budget, spending year to date and program performance. In year one sub-recipients will be notified of their value enhancement awards in August of the current grant year. In subsequent years, sub-recipients will be notified in January of their full FFV award (capacity and value enhancement). Sub-recipients eligible for continuation funding will be notified in January of their value enhancement awards. The FFV Coordinator will meet with the reviewing officials and Ryan White Program administrators to review the FFV process assessment elements and outcome measures. This meeting will be used to determine if any modifications will be made to future assessments based on feedback and analysis of FFV program.</p>
<p>IV. Key Contacts</p>	<ul style="list-style-type: none"> • Mark Hill, Fee for Value Coordinator, 202.671.4900 or Mark.Hill@dc.gov • Ebony Fortune, Ryan White HIV/AIDS Program Manager, 202.671.4900 or Ebony.Fortune@dc.gov
<p>V. Related Documents, Forms and Tools</p>	<p>Related Documents and Tools:</p> <ul style="list-style-type: none"> • Process Assessment Tool • Process Assessment Instructions • Outcome Measures • RFA: FY 2022 Ryan White HIV/AIDS Program Part A