

RWSD SOW:

- Contractor will provide DSHS an electronic copy of all subcontractor monitoring reports, including the completed DSHS Monitoring Tool(s), within thirty (30) days of the date the initial report is sent to subcontractor. Contractor will also provide DSHS with electronic copies of any corrective action directives to address performance deficiencies, within thirty (30) days of the issuance of such directives, and will submit the monitoring close out report to DSHS within thirty (30) days from the date the Contractor closes out the monitoring report. These reports must be sent electronically to your assigned services consultant.
- Receive and disburse program funds for client services, consistent with the requirements found herein, through a Request for Proposal process, and execute contracts directly with subcontractors for these client services within thirty (30) days of the **execution** date of this Contract.
- Contractor will perform monitoring using the DSHS monitoring tools, which includes the requirements of the HRSA National Monitoring Standards and DSHS Standards of Care, located at: <http://www.dshs.texas.gov/hivstd/taxonomy/default.shtm>.
- Contractor will comply with DSHS guidance on sample size requirements for monitoring purposes.
- Contractor’s contract language with subcontractors must be flexible enough to allow for the implementation of policy changes during the contract year.
- Contractor will submit applicable provider budgets and contracts for Ryan White Service Delivery funds no later than 45 days after the **execution** date of the respective Contract to DSHS.
- Contractor “...must set up accurate contracts for services within 30 days of the **execution** date of this Contract, include accurate information on the cost of each unit of service, and follow the naming format listed below, as appropriate:
 - 16-17 SS (9/1/2016-8/31/2017)
 - 16-17 Part B (4/1/2016-3/31/2017)
 - 15-16 Part B Supp (4/1/2016-9/29/2016)
 - 16-17 Part B Supp 1 (9/30/2016-3/31/2017)
 - 16-17 State-R (9/1/16-8/31/17)”

Timely and accurate contract set up in ARIES is imperative as HRSA now requires grantees to enter the subcontractors’ contracts, including service categories and allocated funds by service category, into HRSA’s Electronic Handbook (EHB). DSHS pulls this data from ARIES and if the contracts are not entered correctly, or not entered at all, then DSHS has incomplete or inaccurate data for HRSA’s Consolidated List of Contractors (CLC) report.

Review of CLC completed 08/31/2016:

RWSD Contracts 4/1/2016-3/31/2017	
Contract Allocations:	\$ 17,861,857.00
Entered into ARIES:	\$ 16,073,554.00
Discrepancy/Missing:	\$1,788,303.00