



## Memorandum

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**TO:** Administrative Agency Administrators:

**FROM:** Ann S. Robbins, PhD

**DATE:** December 8, 2008

**SUBJECT:** Comprehensive Plan Guidance

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Administrative Agency Administrators:

In order to streamline the approval process for contracts, DSHS will be amending the contract format we have used in the past. Specifically, the performance measures related to access and quality of care that have been submitted in your 2009-2010 Ryan White Service Delivery and 2008-2009 State Services applications will not appear in your contracts. Rather, they should be incorporated in the updates to your comprehensive services plan either in the section on goals and objectives or attached as an addendum to the plan. The contract language will continue to state that each AA is required to implement their comprehensive plans; so you will be required to implement the measures and report your progress in your quarterly report.

Your Ryan White Service Delivery and State Services contracts will only include Table 1 and the required performance measure stating the total number of unduplicated clients they will serve.

The Ryan White AA contracts will have four required performance measures. You may choose to keep the performance measures you submitted in your 2009-2010 Ryan White AA application and incorporate them into your comprehensive plans; however, you will still be required to monitor and report on the four required measures. The language below is draft and we may revise it, however, the intent of the measures will remain the same. The four proposed measure are:

- a. The contractor will have sub-contracted 100% of all Ryan White SD and/or State Services funds as applicable to the contract, no later than thirty (30) days after the start of the contract year.
- b. The contractor will submit complete quarterly reports according to the Reporting Due Dates listed in this contract.

- c. The contractor will perform \_\_\_\_ monitoring visit(s) on each sub-grantee according to the contractors monitoring policy, for a total of \_\_\_\_ monitoring visits.
- d. No less than ninety-five percent (95%) of Ryan White SD, Ryan White AA, and State Services funds will be expended by the end of the respective contract year.

I realize that this guidance is being released after you have already submitted your applications and apologize for any inconvenience this may cause. However, the changes we are making should streamline the contract approval process which will benefit everyone involved.

Please contact your assigned DSHS Planner if you have any questions.