

SECTION 5. REPORTING AND CONTACT INFORMATION

A. Reporting Requirements

All HIV/AIDS Patient Care Resources contracted providers and county health departments are required to adhere to reporting requirements as defined by the state and federal governments and any subsequent changes to these requirements enacted during the program year. Providers must establish data collection systems adequate to accurately meet state and federal reporting requirements in a timely manner.

Monthly invoices for Part B and PCN contracts are not to be processed for payment unless all reporting requirements have been met for the month.

In order to assist contractors and county health departments in meeting their reporting requirements, the Florida Department of Health, Bureau of HIV/AIDS, has developed AIMS - AIDS Information Management System. AIMS is a web-based, aggregate level reporting system which allows primary contractors and county health departments to electronically report to the Bureau of HIV/AIDS. Questions or concerns about AIMS reporting should be directed to a member of the Reporting and Information Systems Unit staff. AIMS access and training can be arranged by contacting a member of the Reporting and Information Systems Unit staff.

The Reporting Requirements for Programs Funded by the Ryan White HIV/AIDS Treatment Modernization Act, Part B, revised for 2011-2012, is designed to answer all your reporting questions for the 2011-2012 Service Year. Appendix H, "Units of Service – Definitions," lists what constitutes a unit of service for each care service category.

B. AIMS Reporting Requirements, HIV/AIDS Patient Care Resources Programs

Ryan White Part B Consortia and Emerging Communities		
Report Name	Due Date	Responsibility
<i>Monthly Expenditure and Reimbursement Report</i>	20 th of each month following the month being reported	Contract Manager and Provider
<i>Monthly Demographic Report</i>	20 th of each month following the month being reported	Provider
<i>Minority Business Enterprise Report</i>	20 th of each month	Contract Manager and Provider
<i>Income/Expenditure Report</i>	20 th of each month	Contract Manager and Provider
<i>Implementation Plan for 2011</i> (April 1, 2012-March 31, 2013)	TBA (Word Document)	Contract Manager and Provider
<i>Revised Implementation Plan</i> (April 1, 2011-March 31, 2012)	May 30, 2011 (Word Document)	Contract Manager and Provider

Ryan White Part B Consortia and Emerging Communities		
Report Name	Due Date	Responsibility
<i>Provider/Sub-contractor Report</i> (April 1, 2011-March 31, 2012)	May 30, 2011	Provider
<i>WICY Report</i> (April 1, 2010-March 31, 2011)	July 15, 2011 (<i>Word Document</i>)	Provider
<i>Annual Progress Report</i> (April 2010-Final 2011)	July 15, 2011	Provider
<i>Mid-Year Progress Report</i> (April -September 2011)	October 14, 2011	Provider
<i>Program Data Report</i> (January 2010-December 2011)	February 2011	Provider

AIDS Insurance Continuation Program (AICP)		
Report Name	Due Date	Responsible Party
<i>Monthly Expenditure and Reimbursement Report</i>	20 th of each month following the month being reported	Contract Manager and Provider
<i>Quarterly Demographic Report</i>	20 th of each quarter	Provider
<i>Implementation Plan for 2011</i> (April 1, 2012-March 31, 2013)	TBA	Contract Manager and Provider
<i>Revised Implementation Plan</i> (April 1, 2011-March 31, 2012)	May 30, 2011 (<i>Word Document</i>)	Provider
<i>Annual Progress Report</i> (April 2010-Final 2011)	July 15, 2011 (<i>Word Document</i>)	Provider
<i>WICY Report</i> (April 1, 2010-March 31, 2011)	July 15, 2011 (<i>Word Document</i>)	Provider
<i>Mid-Year Progress Report</i> (April-September 2011)	October 14, 2011 (<i>Word Document</i>)	Provider
<i>Program Data Report</i> (January 2010-December 2011)	February 2011	Provider

County Health Department General Revenue Funding (Schedule C – 4B funds)		
Report Name	Due Date	Responsible Party
<i>Monthly Expenditure and Reimbursement Report</i>	20 th of each month following the month being reported	CHD AIMS user and Provider
<i>Monthly Demographic Report</i>	20 th of each month following the month being reported	Provider
<i>Annual Spending Plan</i> (July 1, 2011 – June 30, 2012)	July 15, 2011 (<i>Excel Document</i>)	CHD AIMS User, Provider, Contract Manager, or HAPC

Patient Care Networks General Revenue Funding		
Report Name	Due Date	Responsible Party
<i>Monthly Expenditure and Reimbursement Report</i>	20 th of each month following the month being reported	Contract Manager and Provider
<i>Monthly Demographic Report</i>	20 th of each month following the month being reported	Provider
<i>Minority Business Enterprise Report</i>	Consult with the Department of Health Minority Coordinator at (850) 245-4199	Contract Manager
<i>Annual Contract Negotiation</i> (July 1, 2010 – June 30, 2011)	TBA by Community Programs Staff	Contract Manager
<i>Provider/Sub-contractor Report</i> (July 1, 2011 – June 30, 2012)	October 1, 2011	Provider

Housing Opportunities for Persons with AIDS (HOPWA) (Housing and Urban Development – HUD)		
Report Name	Due Date	Responsible Party
<i>Monthly Expenditure and Reimbursement Report</i>	20 th of each month following the month being reported	Contract Manager and Project Sponsor
<i>Monthly Demographic Report</i>	20 th of each month following the month being reported	Project Sponsor
<i>Minority Business Enterprise Report</i>	Consult with the Department of Health Minority Coordinator at (850) 245-4199	Contract Manager

KEY - Programs with shaded backgrounds are to submit reports through AIMS.

Additional AIMS reporting requirements may be added as development of the information system continues. Questions or concerns about AIMS reporting as well as requests for training and technical assistance should be directed to a member of the Reporting and Information Systems Unit staff.

C. Contact Information

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HIV/AIDS Patient Care Resources Staff

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