

ATTACHMENT A

FY2017 Ryan White Part A Monitoring Site Visit Check List

Fiscal Monitoring

Please send the following information within one week of receiving the monitoring visit notification to the attention of Wedad Alhamwi - walhamwi@ccbh.net

1. Policy regarding no direct cash payments to service recipients.
2. Provide policy and process that guides the selection of an auditor.
3. Provide policy and procedures to ensure payer of last resort verification, billing and collection systems, and process of how staff are trained on the above process.
4. Provide the agency sliding fee scale, and the process for charging, obtaining and documenting client charges, to include when cap is reached if applicable.
5. Provide procedure to ensure all staff are: aware of the sliding fee scale; review the sliding scale with their clients; annually updated on revised sliding fee scale.
6. Provide all financial policies and procedures including: billing and collection, purchasing and procurement, and accounts payable systems.
7. Provide policies and procedures regarding determination of allowable and reasonable costs.
8. Provide policies and procedures regarding the handling of Ryan White revenues, including program income.
9. Provide policy and procedure regarding allowance of prompt and full access of CCBH as the funding agency to financial, program and management records and documents needed for program and fiscal monitoring.
10. Provide allocation methodology for employee expenditures where employees are engaged in activities supported by several funding sources.
11. Provide Anti-Kickback policy – policy and procedures to discourage soliciting cash or in-kind payments for and of the following: awarding contracts; referring client; purchasing goods or services; and/or submitting fraudulent billings.
12. Provide property standards policy.
13. Provide documentation of Medicaid status if applicable.
14. Lobbying activities policy.

Please note, that unlike quality chart monitoring, fiscal monitoring is done for the current grant year in which you are delivering services. Please make sure that all policies and documents are your most current on file.

**To view the full Ryan White Part A Cleveland TGA Fiscal Audit Tool please visit:
<http://www.ccbh.net/ryan-white-provider-resources>**