

ATTACHMENT A

FY2021 Ryan White Part A Monitoring Site Visit Check List

Fiscal Monitoring

Please send the following information within two weeks of receiving the monitoring visit notification to the attention of Zach Levar at zlevar@ccbh.net

Please respond to each question separately and any documentation provided to support a response should be referenced with the respective question number.

1. How does your agency ensure reimbursement requests to CCBH don't include unallowable costs, direct or indirect, and that they conform to federal cost principles/Uniform Guidance? Provide policies and procedures to support your response.
2. Provide policy and/or process that guide the selection of an auditor.
3. Provide all financial policies and procedures including: billing and collection, purchasing and procurement, and accounts payable systems.
4. Does your agency receive program income? Provide policies and procedures regarding the handling of Ryan White revenues, including program income.
5. Provide allocation methodology for employee expenditures where employees are engaged in activities supported by several funding sources.
6. Provide property standards policy.
7. Provide a description of how Ryan White program staff is made aware of all required fiscal policies.
8. Provide a description of how fiscal staff is made aware of applicable federal regulations.
9. Does your agency establish a Medical Practice Management System for billing? If so, what is the name of the system? How it enables tracking of Ryan White program income separately from other income. Please explain. If the Medical Practice Management System can't perform this tracking, provide a description of how Ryan White program income is tracked.
10. Provide a description of how fiscal files are maintained and secured.

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>