

## APPENDIX B – GLOSSARY HIV-RELATED SERVICE CATEGORIES AND ADMINISTRATIVE SERVICES (RDR\* DEFINITIONS APPLIED)

**Administrative functions** are activities that Administrative Agencies are asked to report on, are not service oriented and may or may not be administrative in nature, but contribute to or help to improve service delivery.

**Planning/Evaluation** activities include assessment of service needs and unmet needs, assessment of area service delivery capacity and inventory of available resources, obtaining community input, analysis of service delivery patterns, and creation and update of the Comprehensive Services plan, including costs for determining service priorities and allocations/reallocations; it does not include costs associated with negotiating and enacting contracts associated with allocation and reallocations. It includes costs associated with documenting program outcomes, including the impact of programs on clients and program evaluation, including periodic evaluation of the success of the Administrative Agency and service providers in responding to identified need, and evaluation of the cost-effectiveness of the mechanisms used by service providers to deliver care. It also includes Administrative Agency and DSHS costs of maintaining the URS, including wages and benefits of data managers; licensing and equipment related to providing technical assistance and data quality assurance services.

**Quality Management** activities are related to development of the required quality management system that assesses the quality and appropriateness of the health and support services provided by the contractors and subcontractors and that provides action for ongoing improvement of identified quality issues. HIV Quality Management includes (but is not limited to) personnel, travel, other operating costs, data collection, data analysis, and associated costs for the Quality Management function and other program support such as quality assurance and improvement, quality control, and related activities. This also includes expenses related to monitoring and evaluation and expenses related to hiring of consultants to perform projects related to management improvement of program quality assurance.

**Grantee Administrative Costs** activities apply to the administrative agency only. They include: usual and recognized overhead, including established indirect cost rates, rent, utility, telephone, and other expenses related to administrative staff; expenses such as liability insurance and building-related expenses (e.g., janitorial). management and oversight of specific programs funded under Part B or State Services, including salaries, fringe, and travel expenses of administrative staff; routine grant administration and monitoring activities, which shall include the receipt and disbursement of program funds, the development and establishment reimbursement and accounting systems, the preparation of routine programmatic and financial reports and compliance with grant conditions and audit requirements. Grantee administrative costs also cover all activities associated with grantee's contract award procedures, including the development of requests for proposals, contract proposal review activities, negotiation and awarding of contracts, development and implementation of grievance procedures, monitoring of contracts through telephone consultation, written documentation or on-site visits, reporting on contracts, and funding reallocation activities. It includes costs related to capacity-building activities, and guidance and technical assistance provided to community-based activities and other agencies providing eligible medical and social

services to individuals infected with HIV.

**DSHS Taxonomy**

The Texas Department of State Health Services (DSHS) glossary of HIV services can be found at <http://www.dshs.state.tx.us/hivstd/taxonomy/taxonomy.pdf>.

**The Ryan White HIV/AIDS Program Data Report (RDR)**

RDR requirements can be found at <http://hab.hrsa.gov/rdr/>