

CAROLINA FAMILY HEALTH CENTERS, INC.

PROCEDURE

TITLE: RW-100.04 Ryan White Eligibility, Enrollment, and Recertification

EFFECTIVE DATE: May 2023

SECTION: Ryan White

REFERENCE POLICY: RW-100 Ryan White Program

RESPONSIBLE CHIEF OF STAFF: Chief Medical Officer

RESPONSIBLE COMMITTEE: Medical CIT

REVIEWED: 09/03/2024

I. PURPOSE

The purpose of this procedure is to outline the method in which Carolina Family Health Centers, Inc. (CFHC, Inc.) screens people living with HIV/AIDS (PLWHA) for eligibility, enrollment and recertification with Ryan White (RW) grant funding requirements.

II. PROCEDURE

CFHC, Inc. provides an array of primary care and supportive services for PLWHA. PLWHA are eligible to receive services funded through specific RW grant awards when each of the following are met:

1. A documented diagnosis of HIV.
2. The patient has a documented low-income status as determined by the Federal Poverty Level (FPL). The FPL is measured as Modified Adjusted Gross Income (MAGI).
3. The patient resides within CFHC, Inc.'s service area as outlined in the RW grant.

Patients who do not maintain RW eligibility are not be eligible for RW funded services.

Enrollment into the RW program requires the patient to meet with a Case Manager I/II – Ryan White to discuss the available services and complete the required paperwork. Patients are informed that they are required to report any changes in their eligibility criteria to the Case Manager I/II – Ryan White. The following information is collected or verified by the Case Manager I/II – Ryan White during this appointment:

1. A documented diagnosis of HIV exists in the electronic health record.
2. Proof of income or “verification of no/low income” attestation, Proof of insurance or Medicare/Medicaid is also evaluated during the appointment.
3. Proof of residency is collected. Residency is validated with one of the following:
 - Copy of a valid NC Driver's License or government-issued identification card with name and home address.
 - Copy of a recent (within 30 days of signing the eligibility paperwork) utility bill, phone bill, or lease.

- A document from the patient's clinician, case management agency, pharmacy, or other medical provider with the patient's name and current address.
- Any correspondence from the North Carolina HIV Medication Assistance Program (HMAP) office that contains the patient's name and current address.

Recertification is performed annually. The Case Manager I/II – Ryan White performs periodic checks to identify any potential changes that may affect eligibility. CFHC, Inc. accepts a patient's self-attestation of "no change" when confirming eligibility but does not rely solely on patient self-attestation indefinitely for recertification. CFHC, Inc. does not disenroll patients until a formal confirmation has been made that the patient is no longer eligible.

The Case Manager I/II – Ryan White and Pharmacy Eligibility Specialist assists patients in pursuing enrollment in health care coverage options for patients who are uninsured. Insurance enrollment options may include Medicaid, Medicare, or other third party coverage through the Affordable Care Act. Additional resources available through HMAP include the Premium Copay Assistance Program (PCAP). PCAP is available at the time of open enrollment through the Affordable Care Act. PCAP provides assistance to pay the monthly premium for any available health plan during open enrollment for the calendar year.