



LAS VEGAS TGA
PART A HIV/AIDS PROGRAM
POLICY & PROCEDURES

Las Vegas TGA Part A Program
Policy Statement
Women, Infants, Children and Youth (WICY) Reporting

Policy Statement

Ryan White Program Authorization language stipulates, in relation to services for women, infants, children and youth with HIV disease, including treatment measures to prevent the perinatal transmission of HIV, a TGA shall use for services to each of these populations an amount not less than the percentage of grant funds made available in a fiscal year constituted by the ratio of the population involved (women, youth, infants, or children) in such area with HIV/AIDS, to the metropolitan area's overall population with HIV/AIDS.

HRSA/HAB requires that a TGA report the total amount and percentage of funds expended retrospectively for WICY in the previous grant year. HRSA/HAB provides reporting updates and guidance during the year to be reported on in advance of the reporting deadline. This guidance includes the official CDC percentages of WICY in the TGA during the reporting year.

Procedure

To satisfy the WICY reporting requirement, Ryan White program staff shall, over the course of the year and prior to the WICY report deadline, conduct the following activities:

- 1) Monitor service delivery rates across the TGA by demographic, race/ethnicity, age and gender to identify any change in historical service delivery levels,
- 2) If applicable, address significant decreases in WICY service delivery levels through consultation with service providers,
- 3) After the close of the grant year and prior to the WICY report deadline, Ryan White staff implements HRSA/HAB recommended Unit Cost Determination methodology (Determining the Unit Cost of Services – HRSA publication). The methodology for determining WICY expenditures is as follows:
 - a) Define the Unit of Service (in the case of WICY report it is number of service visits),
 - b) Identify the total Units of Service across all agencies, broken out by race/ethnicity, age, gender and transmission mode,
 - c) Calculate all direct and indirect service costs by provider agencies (all direct and indirect expenditures by all agencies over the grant year),
 - d) Calculate the Unit Cost for service visit (total costs divided by total number of service visits),
 - e) Apply Unit Cost to service visit totals for women, infants, children and youth,
 - f) Calculate percentage representation of WICY service units and total cost and compare to CDC provided percentages (provided in the report guidance from HRSA/HAB) for the Las Vegas TGA.