

Harris County Public Health

Ryan White Grant Administration

Policy and Procedure for Points of Entry Agreement (POE)

REVISED DATE: 08/15/16

POLICY:

All Ryan White Part A funded Subrecipients that provide access to the continuum of healthcare services are required to maintain appropriate referral relationships with local points of entry.

PARAMETERS/CRITERIA:

Points of Entry (POE) refer specifically to entities that constitute key points of access to the health care system for individuals with HIV/AIDS which include:

- Emergency Rooms
- Substance abuse treatment/detox programs
- Adult and Juvenile detention facilities
- STD clinics and HIV/AIDS counseling and/or testing sites
- Federally qualified health centers
- Mental health programs
- Homeless shelters

PROCEDURES:

Agency will draft and maintain agreements containing the following language:

- Agency and POE will ensure newly identified HIV-positive individuals and/or those PLWH/A defined as out-of-care are linked with and provided appropriate care.
- For purposes of these agreements out-of-care shall be defined as those individuals who have not had a primary medical care encounter within the previous 6 months.
- During the current contract year POE entity will refer newly-identified HIV-positive and/or HIV-positive individuals determined to be out of care for the following services:
 1. Primary Care
 2. Case Management
 3. Other (Must be specified)

- Agency will maintain documentation of referrals made by POE, subject to review by Ryan White Grant Administration.
- Agency and POE will monitor the delivery of services in order to provide coordination of services, avoid duplication of services and address service concerns and resolutions.
- Agreement must be signed by the Executive Director (or individual authorized to execute such agreements) of both Agency and POE.
- Agency must inform Ryan White Grant Administration in writing of any changes/additions/deletions to POE entities or agreement language.
- Case Management and Primary Medical Care providers must have the following minimum number of POE agreements with:
 1. Group A – Government Entities (2)
 - Harris County Hospital District
 - City of Houston, DHHS
 - Harris County PHES, Health Education Division
 - UTMB Galveston
 - Texas Department of Criminal Justice
 - Harris County Sherriff’s Office (Jail)

Note: if your agency is one of the above, then only one Group A agreement is required.

2. Group B – CBOs (4) (see examples below)
 - Houston Area Community Services (City & Part A Service Linkage)
 - AAMA (City and TCADA)
 - Baylor Teen Clinic (City)
 - Legacy Community Health Services (City & Part A Service Linkage)
 - Houston Recovery Campus (City)
 - Saint Hope Foundation (Part A Service Linkage)
 - Montrose Counseling Center (TCADA).

Note: If your agency is one of the above, then only three group B agreements are required.

Ryan White Grant Administration will:

- Monitor POE agreements for appropriate language during the annual site visit
- Monitor POE relationships by review of formal referral agreements between RW Part A funded providers and POE
- Monitor referral documentation data
- Monitor minimum number of agreements per Groups A, B, C

Approved by Manager
HCPH –Ryan White Grant Administration

Date