HARRIS COUNTY PUBLIC HEALTH
RYAN WHITE GRANT ADMINISTRATION

POLICY AND PROCEDURES FOR POINTS OF ENTRY (POE) AGREEMENT

REVISED DATE: 03/17

POLICY:

All Ryan White Part A funded Sub-recipients 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 Health System
   • City of Houston, Houston Health Department (HHD)
   • Harris County Public Health (HCHP), Health Education Division
   • UTMB Galveston
   • Texas Department of Criminal Justice
   • Harris County Sheriff’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)
   • Avenue 360 (HACS) (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)
   • The Montrose 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