Orange County Ryan White Eligibility Screening Process

Eligibility Screening Requirements

- **Ryan White:** The Health Resources and Services Administration requires that clients receiving Ryan White services be assessed for eligibility of services every six months.[1]
- **Medical Services Initiative (MSI):** Clients eligible for MSI will be required to apply for MSI eligibility and is reassessed every 12 months.
- **AIDS Drug Assistance Program (ADAP):** Eligibility for ADAP is *currently*[2] reassessed every 12 months and is conducted on the client's birthday month.

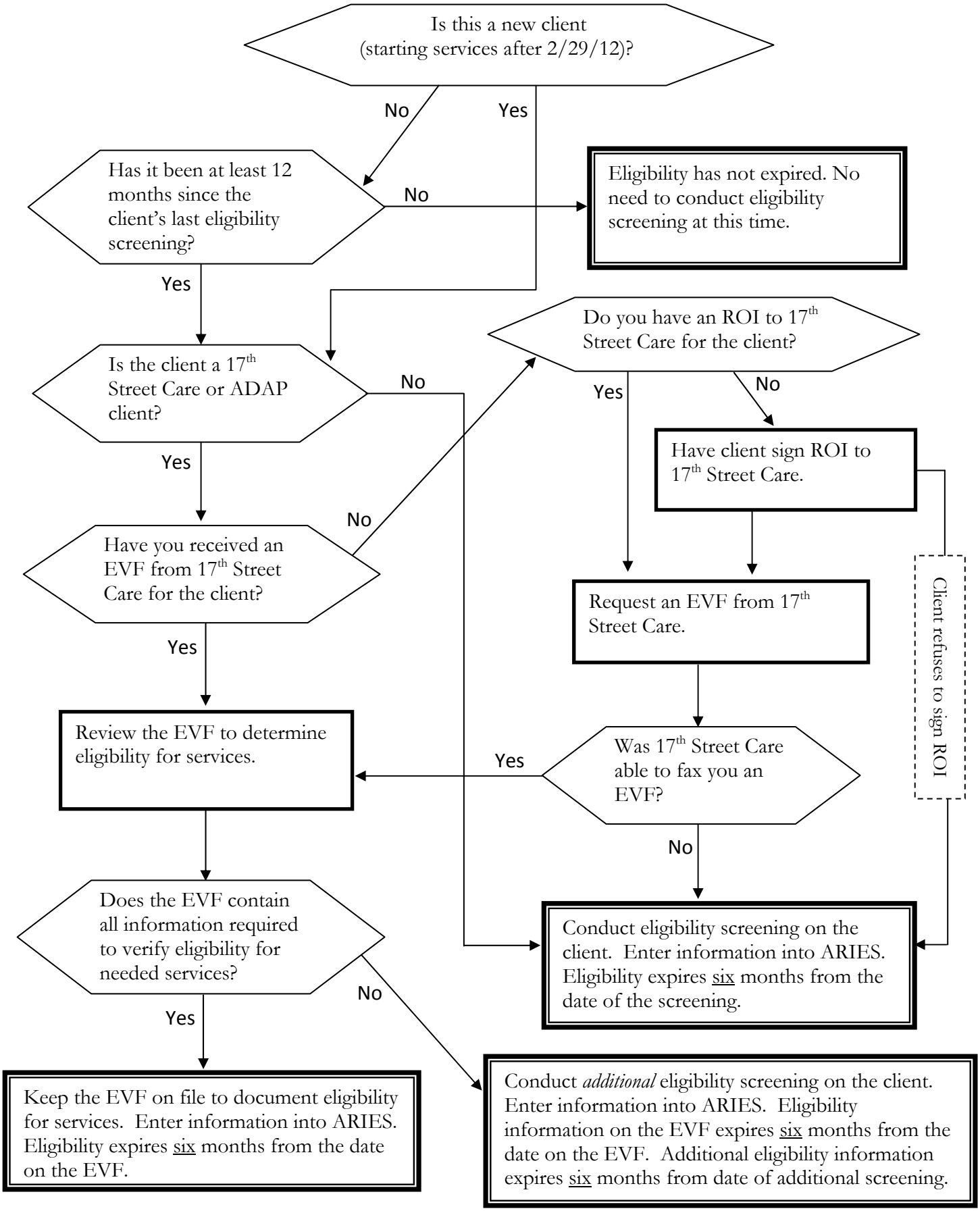
Expanded Eligibility Screening at 17th Street Care

- Beginning January 2012, eligibility screening at 17th Street Care includes screening for the following:
  - Ryan White
  - ADAP
  - MSI (including submission of application for eligible clients)
  - Medi-Cal (including referral to Medi-Cal application site)
- 17th Street Care will conduct eligibility screenings for clients who receive ADAP or medical services at 17th Street Care. Eligibility staff will complete an "Eligibility Verification Form" (EVF) for each client and, starting April 1, 2012, ask them to sign a Release of Information (ROI) for agencies that they would like to receive the EVF. Starting April 1, 2012, EVFs will be faxed to all agencies for which an ROI has been signed.
- Client will be scheduled for eligibility appointments every six months based on their ADAP screening date. Eligibility for Ryan White will be reassessed every six months. Eligibility for MSI and ADAP will be reassessed every 12 months.

Eligibility Screening Process (Also see Eligibility Screening Process Flowchart on page 2)

- **For ADAP and/or 17th Street Care Clients**: If your client receives ADAP or medical services at 17th Street Care , please do the following:
  1. Check to see if you have received an EVF from 17th Street Care.
  2. If you have not received an EVF, this may be because your client has not completed an eligibility assessment at 17th Street Care or because the client was assessed prior to April 1, 2012. If you believe that the client has had eligibility completed at 17th Street Care, fax an "EVF Request" and ROI to 17th Street Care.
  3. 17th Street Care eligibility staff will fax a completed EVF within five (5) business days of the faxed request if eligibility has been completed and there is an ROI. If 17th Street Care does not have a completed EVF or an ROI, they will fax the EVF Request back with a note; **your agency is responsible for conducting eligibility screenings for clients with no EVF.**
  4. Review the EVF to determine which services your client is eligible for.
  5. Keep the EVF to document the client's eligibility for Ryan White services at your agency. Please note that the EVF expires six months from the date of completion.

- **For clients who do not receive ADAP or go to 17th Street Care**: If your client does not receive ADAP, does not receive medical services at 17th Street Care, or has not completed eligibility screening at 17th Street Care (as told to you by a 17th Street Care eligibility worker) please do the following:
  1. Complete an eligibility assessment to document the client's eligibility for Ryan White services.
  2. Reassess the client's eligibility every six months

[1] Universal Monitoring Standards, April 2011 (available at http://hab.hrsa.gov/manageyourgrant/granteebasics.html)
[2] ADAP eligibility reassessments may shift to every six months, pending guidance from the State Office of AIDS.

Eligibility Screening Process Flowchart