

The Southwest Florida Regional HIV/AIDS Council (RHAC) and the Health Planning Council of Southwest Florida (HPC) are required to submit quarterly reports to the State of Florida, Department of Health, Bureau of HIV / AIDS. The RHAC and HPCSWF have also developed a reimbursement system that is dependent upon accurate quarterly outcome reporting on clinical measures.

### **Quarterly Demographic Reports**

Each agency contracted to provide medical and / or case management services to Ryan White and / or HOPWA clients must submit quarterly demographic reports on the clients receiving funded services during that reporting period (quarter). The reports are separate for RWII and HOPWA and count unique clients not services. Clients should not be receiving RWII or HOPWA funding services are more than one agency at the same time. However, clients moving from one provider to another during the quarter may end up being counted in both agencies' reports. The reports include all clients who have received any RWII or HOPWA funded service (including case management services by a funded FTE). The reports are due to the HPCSWF on the 10<sup>th</sup> of the month following the close of the reporting period.

### **Quarterly Clinical Outcomes "Scorecard"**

Each Primary Care Provider contracted with the HPCSWF under the RWII program is required to submit a quarterly scorecard report. This report is in part a snapshot of the client population as of the end of the reporting quarter and part service report. The report has medical and case management information. The reports are due to the HPCSWF on the 10<sup>th</sup> of the month following the reporting period.

### **Annual HOPWA Report**

All HOPWA providers are required to submit an Annual HOPWA report on their client population and services. The report is due August 15 of each year.

### **Service Reports**

The monthly "superbill" and case management FTE invoices serve a monthly service reports. See **Invoicing Process** for more details.