



**Nevada Office of HIV/AIDS
Ryan White Part B Program
Administrative Site Visit Survey**

Subrecipient Staff	Yes	No	N/A	Code	Comments
Does the subrecipient have documentation of Employee Code of Ethics or Standards of Conduct (Personnel Policies) including:					
• Conflict of interest				B	
• Prohibition on use of property, information, company assets, or position without approval or to advance personal interest				B	
• Fair dealing – engaged in fair and open competition when soliciting outside business				B	
• Confidentiality				A	
• Compliance with laws, rules, and regulations				A	
• Timely and truthful disclosure of non-compliance				B	
Does the subrecipient have policies and/or procedures in place regarding the prohibition of employees (as individuals or entities), from soliciting or receiving payment in kind or cash for the purchase, lease, ordering, or recommending the purchase, lease, or ordering, of any goods, facility services, or items?				B	
Provide job descriptions for each employee/contractor paid for by Ryan White Part B funds.				B	
Client Non-Discrimination and Grievances	Yes	No	N/A	Code	Comments
Subrecipient has policy and procedure onsite regarding grievance procedures? If yes, this is made available to the clients?				A	
Are client termination procedures established in writing? <i>Terminated client files must be made available for review. Recipient to review files of any client terminated or refused services for reasons other than deceased, relocated, fallen out of care.</i>				B	
Does the subrecipient have a policy against non-discrimination of clients?				B	
Subrecipient Board of Directors	Yes	No	N/A	Code	Comments
Bylaws and Board policies that include ethics standards or business conduct practices?				C	
File documentation of any employee or Board Member in violation of the Code of Ethics or Standards of Conduct-including resolution?				C	



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File documentation of any complaint of violation of the Code of Ethics or Standards of Conduct and its resolution?				C	
Subrecipient Profile	Yes	No	N/A	Code	Comments
Is the subrecipient in compliance with the laws enforced by Equal Employment Opportunity Commission?				B	
Does the subrecipient provide a drug-free workplace?				B	
If the subrecipient charges a fee for any service; has it been preapproved by the Recipient?				B	
Subrecipient has all current documentation onsite regarding: Certificate of Occupancy? Appropriate licenses and inspection approvals? Compliance with zoning, building, health and safety codes, lighting, heating and air conditioning, accessibility to persons with disabilities?				C	
Documentation that all subrecipient are monitored closely? What service(s) or pieces of services are sub-contracted out? How often are site visits performed on these sub-contractors? Please provide a copy of your contract with the sub-grantee. Are they held to the same standards of care and practice guidelines you are held to by Part B? Comments:				C	
Access to Care and Consumer Driven Planning	Yes	No	N/A	Code	Comments
Does the subrecipient have documentation of structured and ongoing efforts to obtain input from clients in the design and delivery of services: (one of the following)					
<ul style="list-style-type: none"> Maintain file of materials documenting a consumer advisory board membership, meeting announcements, and minutes. 				C	
<ul style="list-style-type: none"> Regularly implement client satisfaction survey tools, focus groups, and/or public meetings with analysis and use of results documented. 				C	
<ul style="list-style-type: none"> Maintain visible suggestion box or other client input mechanism. 				C	



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Subrecipient has informational materials about subrecipient services and eligibility requirements, including: brochures, newsletters, posters, community bulletins, resource guides; or any other types of informational materials?				C	
Subrecipient provides services regardless of an individual's ability to pay for service; subrecipient has billing, collection, co-pay, and schedule of charges and limitation of charges policies that do not act as a barrier to providing services regardless of the client's ability to pay?				C	
Subrecipient provides services regardless of the current or past health condition of the individual to be served?				C	
Subrecipient provides services in a setting accessible to low-income individuals living with HIV?				C	
Subrecipient location is accessible by public transportation or transportation services are provided?				C	
Subrecipient is compliant with the construction and design standards of the Americans with Disabilities Act (ADA)?				C	
CAREWare	Yes	No	N/A	Code	Comments
For CAREWare users, does the subrecipient maintain Certificates of Addition and Deletion Forms (if applicable) for each employee in their Personnel file?				B	
Confidentiality of Client Information	Yes	No	N/A	Code	Comments
Subrecipient has policy and procedure manual onsite with regards to HIPAA and safe keeping of client files?				A	
Has staff received HIPAA training annually? <i>For each staff member funded by Ryan White Part B, certificates of HIPAA training must be made available for review.</i>				A	
Collaborative HIV Service Delivery	Yes	No	N/A	Code	Comments
Subrecipient has MOU agreements with other service providers on file? Linkage agreements with key points of entry and mechanism to track referrals from these key points of entry.				B	



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Does subrecipient have policy in place for refusing services to ineligible clients, to include reporting to the Grantee and referrals to outside sources or community partners? <i>Client files of those who are refused services must be made available for review. Recipient to review files of any client terminated or refused services for reasons other than deceased, relocated, fallen out of care.</i>				B	
Assurances that subrecipient will comply with, participate in, and assist with the annual Ryan White HIV/AIDS needs assessment and/or consumer satisfaction project or related projects as required by HRSA.				B	
Cultural Competency & Diversity	Yes	No	N/A	Code	Comments
Subrecipient has policy onsite regarding equitable/non-judgmental services provided?				B	
Subrecipient has policy onsite regarding cultural sensitivity with provision of services?				B	
Subrecipient maintains source list of interpretive (translation) services?				B	
Subrecipient is aware of current Women, Infants, Children, and Youth (WICY) standards and makes an effort to meet or exceed recommended service to women, infants, children, and youth.				B	
Use of Volunteers	Yes	No	N/A	Code	Comments
Does the subrecipient utilize volunteers to assist with Ryan White programmatic activities?				B	
Does the subrecipient utilize volunteers to assist Ryan White clients?				B	
If the subrecipient utilizes volunteers, do the volunteers receive HIPAA training annually? <i>For each volunteer, certificates of HIPAA training must be made available for review.</i>				B	
Miscellaneous Assurances	Yes	No	N/A	Code	Comments
Subrecipient has policy regarding Ryan White funding as payer of last resort?				A	
Subrecipient understands State policy in place stating Veterans Administration health benefits and Indian Health Services are not a primary insurance thus exempting these veterans and Native Americans from the “payer of last resort” requirement?				B	



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Does subrecipient use Ryan White funds to support programs or materials designed to promote or directly encourage intravenous drug use including funds used for the carrying out and distribution of sterile needles or syringes for hypodermic injection of any illegal drugs?				B	
Does subrecipient use no Ryan White funds to support programs or materials designed to promote or directly encourage sexual activity, whether homosexual or heterosexual.				B	
If the subrecipient purchased vehicles for Ryan White use using Ryan White funds, has it been preapproved by the recipient?				B	
Does subrecipient use Ryan White funds for lobbying activities in an attempt to influence members of Congress and other Federal personnel?				B	
Does subrecipient use Ryan White funds for broad scope HIV awareness activities?				B	
Does subrecipient use make cash payments to clients?				B	
Does subrecipient use Ryan White funds to support employment, vocational, or employment-readiness services?				B	
Does subrecipient use Ryan White funds to purchase clothing?				B	
Does subrecipient use Ryan White funds for funeral, burial, cremation, or related expenses?				B	
Does subrecipient use Ryan White funds for local or state personal property taxes?				B	
Does subrecipient use Ryan White funds for the purchase of household appliances?				B	
Does subrecipient use Ryan White funds for the purchase of pet food?				B	
Does subrecipient use Ryan White funds for off-premise social/recreational activities or payments for a client's gym membership?				B	
Does subrecipient use Ryan White funds to purchase or improve land, or to purchase, construct, or permanently improve any building or other facility?				B	
Does subrecipient use Ryan White funds for Pre-Exposure Prophylaxis?				B	
Does the subrecipient need any technical assistance to prepare for the annual Ryan White Services Report (RSR)?				N/A	