

**Orlando Eligible Metropolitan  
Area  
Ryan White Planning Council**

**Assessment of the  
Administrative Mechanism  
Part A, FY 2024-2025**

Prepared by



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# Assessment of the Administrative Mechanism (AAM) for Part A

- Required by HRSA for Part A funding.
- Evaluation of the administrative processes conducted by the Recipient Office.
- Ensures that services are being funded as indicated by the Planning Council priorities and reimbursed within a timely manner to providers.
- Reviews the Request for Proposal (RFP) process, contracting and contract modifications, provider reimbursement and adherence to the Planning Council priorities.

# AAM Data Collection

- Provider Survey
- Planning Council Survey
- Review of Planning Council Approvals of Allocations and Re-allocations
- Review of Provider Contracts and Contract Modifications
- Review of Provider Invoices and Reimbursement Records
- Review of Committee Meeting Minutes
- Interview with Recipient Staff, Providers, and Planning Council Members

# AAM Timeframe: Part A, 2024-25

- Allocations and Re-allocations that occurred for FY 24-25 Part A funding
- Review of Provider Contracts and Contract Modifications during FY 2024-25
- Review of Provider Invoices and Reimbursement Records: March 2024 – February 2025.

# Subrecipient Survey Findings



# Subrecipient Survey Overview

- Sent to 11 subrecipients via e-mail, with response rate of 72.7% (8 providers).
- Survey asked about contracts, reimbursements, communication regarding expenditures and technical assistance.

# Subrecipient Survey-Results

- Subrecipients agreed that the Recipient Office:
  - Always administered Part A funds efficiently (100%)
  - Executed amendments in a timely manner (100%)
  - Reimbursed them in a timely manner (100%)
  - Kept agency well informed of Planning Council directives that impact providers (88%)
  - Kept their program informed of HRSA HAB policies, procedures, and news that impact the RWHAP (100%)
  - Was courteous and respectful (100%)

# Planning Council and Associate Member Survey Findings





# Planning Council and Associate Member Survey Overview

- 16 Planning Council and Associate members out of 24 responded, generating a response rate of 67%.

# Planning Council Member and Associate Member Survey-Results

- Respondents agreed that the Recipient Office:
  - Always effectively administers Part A grant funds (94%)
  - Always follows Planning Council's service priorities (100%)
  - Always follows Planning Council's resource allocations (100%)
  - Always provides the Planning Council with easily understood data during the priority setting process (81%)
  - Always reports easily understood expenditure data to the Planning Council on a quarterly basis (88%)

# Adherence to Planning Council Priorities



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- Some service categories have established caps/limits or eligibility exceptions. These are then included in the RFP/IFB/contracts by the Recipient.

# Allocations and Expenditures



# FY24-25 Allocations & Expenditures

Orlando EMA Ryan White Part A Program							
2024-2025 Final Allocations							
Planning Council Allocations							
2024-2025 Priorities	Service Category	Sept. 29, 2023 (Resource Allocation)	June 6, 2024 (Reallocations after Receipt of Final Award)	September 27, 2024	April 2025 (Grantee)	Difference between April 2025 and September 2024	YTD Expenses
6	Outpatient /Ambulatory Health Services	2,950,000	2,940,000	2,640,000	2,678,587	38,587	2,677,210
1	AIDS Pharmaceutical Assistance (local)	300,000	300,000	626,000	518,789	(107,211)	518,792
5	Oral Health Care	750,000	750,000	1,589,479	1,663,245	73,766	1,663,445
4	Health Insurance Premium & Cost Sharing	905,709	565,359	15,000	19,708	4,708	20,381
10	Mental Health Services	125,000	125,000	190,000	226,664	36,664	226,664
14	Medical Nutrition Therapy	235,000	235,000	45,000	48,877	3,877	49,057
2	Medical Case Management	2,425,951	2,425,951	2,390,000	2,232,764	(157,236)	2,232,764
11	Substance Abuse Services - Outpatient	100,000	100,000	20,000	25,998	5,998	25,998
18	Home Community- Based Health Services	-	10,000	0	0		
7	Referral Support Services	1,500,000	1,500,000	1,454,521	1,634,298	179,777	1,634,298
15	Food Bank/Home-Delivered Meals	100,000	100,000	225,000	253,993	28,993	253,993
12	Medical Transportation Services	60,000	60,000	85,000	81,189	(3,811)	81,189
21	Substance Abuse - Residential	50,000	20,000	65,000	64,958	(42)	64,958
17	Outreach Services	100,000	100,000	0	0	0	0
23	Emergency Financial Assistance	40,000	40,000	49,962	50,099	137	50,099
	Quality	332,471	319,700	319,700	210,333	(109,367)	210,333
	Administration	1,108,237	1,065,668	942,015	947,498	5,483	947,498
	<b>TOTAL</b>	<b>11,082,368</b>	<b>10,656,678</b>	<b>10,656,678</b>	<b>10,656,998</b>	<b>320</b>	<b>10,656,678</b>
2024-2025 Priorities	Service Category	Sept. 29, 2023 (Resource Allocation)	June 6, 2024 (Reallocations after Receipt of Final Award)	September 27, 2024	April 2025 (Grantee)	Difference between April 2025 and September 2024	YTD Expenses
6	Outpatient /Ambulatory Health Services	310,914	282,455	282,455	314,953	32,498	315,275
13	Early Intervention Services	320,000	320,000	320,000	342,919	22,919	342,919
9	Psychosocial Support Services	150,000	150,000	150,000	103,871	(46,129)	103,871
	Quality	45,936	44,262	44,262	38,961	(5,301)	84,215
	Administration	91,872	88,524	88,524	84,215	(4,309)	38,961
	<b>TOTAL</b>	<b>918,722</b>	<b>885,241</b>	<b>885,241</b>	<b>884,920</b>	<b>-321</b>	<b>885,241</b>

# Contracts and Contract Modifications



# Contracts and Contract Modifications

- 15 FY 24-25 contracts were approved by the Board of County Commission (BOCC) prior to the start of the program year.



# Contracts and Contract Modifications

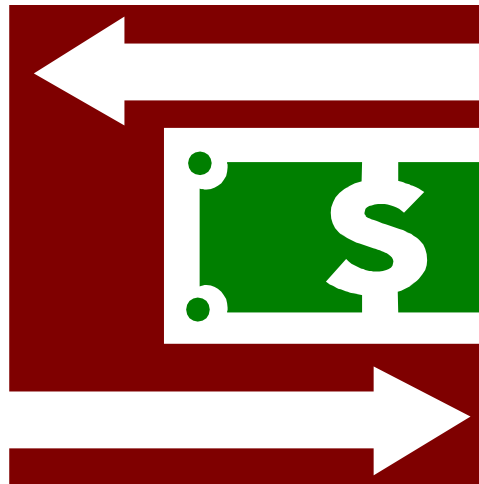
- All allocations and reallocations approved by the Planning Council were aligned with the contracted amounts executed by the Recipient's Office.

<b>Funding Source</b>	<b>Number of Contracts Analyzed</b>	<b>Number of Modifications 2024-25</b>
<b>Part A &amp; MAI</b>	14	13

# Recipient's Accomplishments in Meeting the Planning Council's Ways to Best Meet Needs

- Currently being updated by the Recipient

# Provider Reimbursement



# Timeframe for Analysis

- This analysis included invoices for services provided between March 2024 and February 2025.

# Subrecipient Reimbursement

- Analyzed the amount of time elapsed from the date of invoice submission to the date a check was released, in calendar days (the number of total elapsed days). Two processes were analyzed.
- A total of 6,653 paid invoices were reviewed and analyzed for length of processing time.

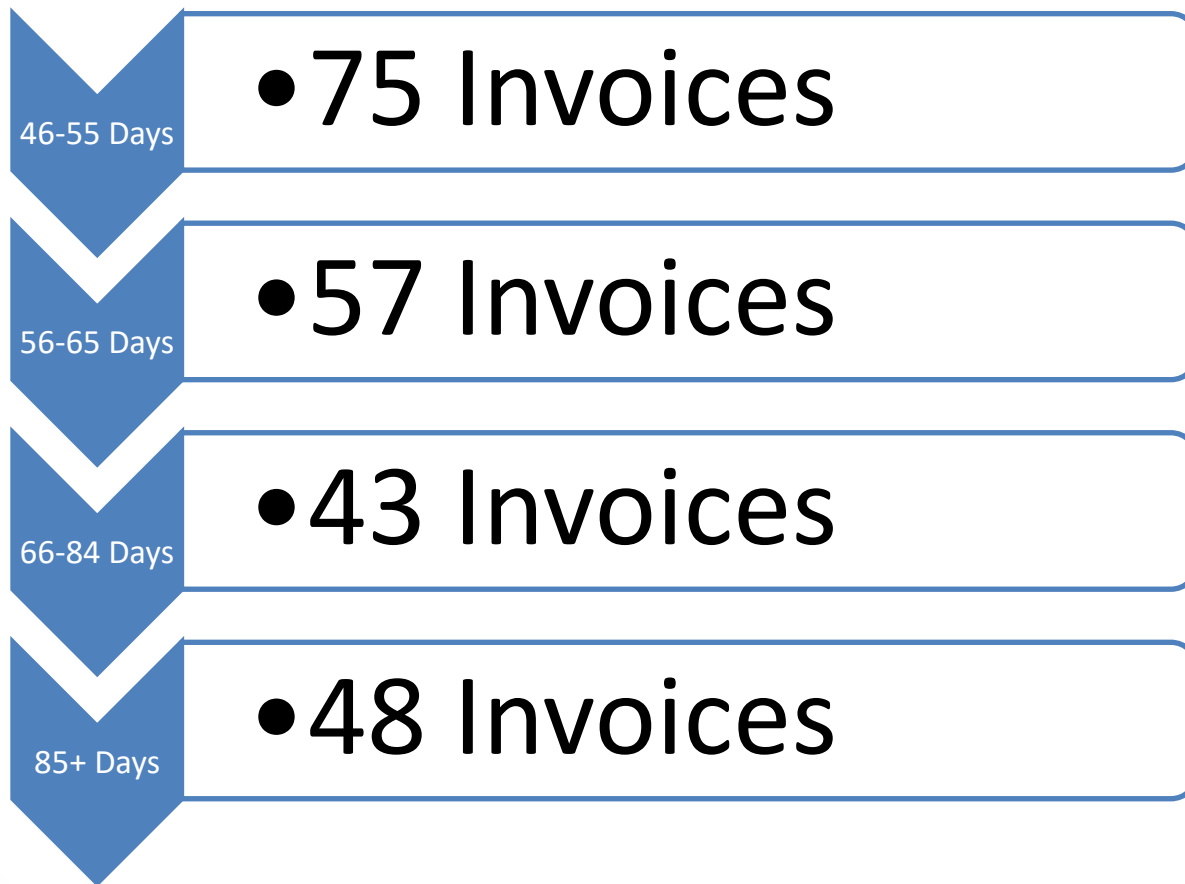
# Subrecipient Reimbursement

## Results of Analysis

- Florida Prompt Payment Act: “local government entities should process payments within 45 calendar days.”
- Of the 6,653 paid invoices, 96.6% were paid within 45 calendar days.

# Subrecipient Reimbursement

**For those that took more than 45 days:**



# Recommendations

- 1) Enhance Communication Protocols: Continue to work towards simplifying expenditure and needs assessment language to assist the Planning Council in discharging their duties. In addition, given the turbulent political climate, continue to offer timely information on the happenings at both the state and federal level.
- 2) Streamline Re-Allocation Processes: Address feedback regarding the timing and process of re-allocations to provide Planning Council opportunities to partner in these efforts prior to the final quarter of the program year.
- 3) Optimize Resource Utilization: Continue to look for new program partners in order to offer more options to clients throughout the Eligible Metropolitan Area.





# Questions

## **Contact Information**

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