

## **II. Program Information and Requirements**

### **A. General Purpose and Program Standards**

Agencies funded under this RFP will be required to implement HIV prevention services in accordance with program standards established by the ISDH and applicable state and federal statutes. Applicants will explain service provisions based on an appropriate scope of work for populations defined in Section II.B.

### **B. Target Populations**

The Indiana Community Planning Group recommends the following populations as appropriate recipients of HIV prevention interventions:

1. People Living with HIV/AIDS
2. Men Who Have Sex with Men (MSM), African American and Latino
3. Heterosexual African American Females
4. Youth
5. Injection Drug Users (IDU)

Successful interventions include a budget and scope of work designed around a defined population. Proposals should include data in Appendix A to describe the target population served by the proposed intervention. Applicants are required to include data and the data source that reflects the target population outlined in the application.

### **C. Reporting**

**Reports and Data:** All grantees will be required to report information to the ISDH through the EvaluationWeb© system. Information to be reported includes monthly data, quarterly performance benchmarks, and an annual evaluation separate from EvaluationWeb©. All intervention data must be entered into EvaluationWeb© at least bi-weekly. Quarterly performance benchmarks must be submitted on April 15<sup>th</sup>, July 15<sup>th</sup>, October 15<sup>th</sup>, and January 15<sup>th</sup>. The annual evaluation is due January 15<sup>th</sup>.

Failure to comply with deadlines and content requirements will impact expenditure reimbursements. All data collected as part of this grant are considered property of the ISDH.

### **D. Reimbursement**

Expenditure reports are required to be submitted based on deliverable due dates. Invoices must be submitted within 30 days of the deliverable completion date. Documentation to submit in the invoice includes description of deliverable completion, cost, and outcome. All proposed changes to the budget must be presented in written form and reviewed for approval by the ISDH HIV Prevention

staff before expenses can be encumbered. Failure to comply with deadlines and content requirements may result in an interruption of reimbursements or contract termination.

#### **E. Technology**

Grantees must have Internet access in order to participate in the EvaluationWeb© system requirement. Applicants without on-site Internet access will not be considered for a contract award.

In an effort to ensure efficient and timely communication with grantees, the ISDH relies heavily on electronic means of communication. Therefore, successful applicants will have a confidential fax machine and secure e-mail capacity for key staff including at a minimum the Executive Director and Program Manager.

#### **F. Record Keeping**

Grantees are required to maintain client records in a secure and confidential manner. Computer systems containing client information must be protected with multiple passwords. Office equipment that is used for storing confidential materials must be locked when not in use. Providers must adopt and adhere to written policies and procedures which specify that client information is considered confidential, privileged information. The provider must possess a written policy which limits access to client records to only the client and the agency's HIV Prevention Program staff. Release of information to entities other than those noted herein must be preceded by the written consent of the client or legal representative, except as demanded under state statutes. These policies and procedures must include provisions for discipline should violations occur.

#### **G. HIV/AIDS Related Educational Materials**

Providers must submit all materials (brochures, videos, promotional, etc.) used in the intervention to the HIV Program Review Panel for approval. All items should be submitted 30 days prior to use. Noncompliance with these requirements may result in restrictions or disallowance of provider funds related to the use of unapproved materials.

#### **H. Training Requirements**

All contractors and subcontractors will attend and satisfactorily complete the following trainings. Even with personnel changes within the funded entity, staff will maintain the appropriate training:

- Basic HIV/STD/Viral Hepatitis Training
- Annual Confidentiality Review Webinar

Contractors and subcontractors implementing counseling and testing must also complete the following training:

- Indiana State Department of Health's HIV Prevention Counseling Certification Course based on the CDC's Fundamentals of HIV Prevention Counseling and Partner Services Course

Contractors and subcontractors implementing HE/RR and other applicable Evidence-Based interventions will complete the appropriate CDC approved training for funded interventions and the following training:

- American Red Cross Basic HIV Prevention Education Instructor Training