

Key: N = Notification Only  
 PR= Primary Recipient  
 CC= Receives Letter  
 and Attachements

### HIV Care Services Contracting Document Designees

Agency Head      Senior Administrator      Fiscal Manager      Program Manager      Contract Signatory      Alternate Contract Signatory

Contract Documents	Agency Head	Senior Administrator	Fiscal Manager	Program Manager	Contract Signatory	Alternate Contract Signatory
Contract (and amendments) for signature					PR	
Fully Executed Contracts	PR				PR	
Contract Package (renewals)	CC'd	PR	CC'd	CC'd		
New Award Notification	PR	CC'd				
Reporting Documents						
Late Reporting Letters		CC'd	CC'd	PR		
Master Itemization Report (MIR)	N	N	N	Receives full report		
Mid-Year Expense Report	PR	PR	PR	CC'd		
Social Networking Feedback Report (RTN contracts only)	N	N	N	Receives full report		
MAI Completeness Report (MAI contracts only)	N	N	N	Receives full report		
Maximum Reimbursable Amount (MRA) Change Communications						
Takedown Letters	PR	CC'd	CC'd	CC'd		

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<b>Enhancement Opportunities</b>	PR	CC'd	CC'd	CC'd		
<b>Self-Assessment internal controls questionnaire (performance-based)</b>	PR	CC'd	CC'd	CC'd		
<b>Audit Package (financial statements and A-133)</b>						
<b>Late Letters</b>	PR	CC'd	CC'd			
<b>Follow-up on Findings</b>	CC'd (only if HIVCS is holding payment)	PR	CC'd (only if HIVCS is holding payment)			
<b>Compliance Correspondence</b>						
<b>Letters Notifying of Changes in Compliance Status</b>	PR	CC'd	CC'd	CC'd		
<b>CAP/Compliance Plan</b>	PR	CC'd	CC'd (may be cc'd if financial issue)	CC'd		

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Site Visits	Agency Head	Senior Administrator	Fiscal Manager	Program Manager	Contract Signatory	Alternate Contract Signatory
Scheduling Notification		PR	CC'd	CC'd		
Contract Closeout Letter and Documents		PR	CC'd	CC'd		
Support Documentation -Requests/Summary/ Findings, Verification of Services	CC'd	PR	CC'd	CC'd		
Contract Modifications						
Reminder Letters	CC'd	PR	CC'd	CC'd		
Approval/Denial Letters		PR	CC'd	CC'd		
Insurance						
Insurance Communication		PR				
Other Communications						
Contractor Newsflash	CC'd (as needed)	PR	PR	PR (ePNR and eMER designee also cc'd)		
Program Design Changes (scope-rate changes, etc)		PR	CC'd	CC'd		

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<b>Administrative Documents (including VENDEX, CLIA documents) etc.</b>	CC'd (if Sr. Administrator does not respond)	PR		CC'd		
<b>Required Trainings and Meetings</b>		PR	PR (topic driven)	PR (topic driven)		
<b>HIVCS Training and Meeting Announcements</b>		PR (eMER and ePNR also CC'd, as appropriate)	CC'd (topic driven)	PR (topic driven)		
<b>Requests for additional program information (e.g.: service site forms, questions about utilization, program model, etc.)</b>		PR		PR		
<b>Miscellaneous Notices</b>	PR (depending on the nature of the correspondence)	PR (topic driven)	PR (topic driven)	PR (topic driven)		
<b>Monthly Payment Report - Attached to the agency's check or non-negotiable item (if agency receives EFT), and sent to the agency and contact (if indicated) per the "payment instructions" letter.</b>						