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Guide to Requirements for Service Payability and Data Reporting for Performance-Based Contracts

The transition to performance-based payments has called for significant changes in the use of information systems that collect data from you. It has also required HIVCS to internally develop a payment processing system based on the data submitted through AIRS.

The ***Guide to Requirements for Service Payability and Data Reporting*** has been developed by HIVCS and the New York City Department of Health and Mental Hygiene to provide organizations with guidance on submitting data for performance-based contracts.

It is designed to bring together, in a single place, the most pertinent information about services and data reporting for both Ryan White and NYC HIV Prevention contracts. The major emphasis of the guide is on the requirements for payment, but the guide also covers certain requirements for contract compliance, and provides information on other data reporting and evaluation requirements.

The guide contains sections on:

- Data Submission and Payment
- The Payment Process
- Using the Master Itemization Report (MIR)
- How to Report Data Discrepancies
- The Data Review and Recoupment Processes
- Automatic Software-Based Review (for Performance-Based services)
- Site Visit Review by Contract Managers (for Performance-Based services)
- Reasons for Recoupment Resulting

From Site Visit Findings

- Recoupment and Holding of Payments

It also has a separate section for each service category. Within each service category, the guide includes several subsections:

- First, there is an outline of the most important information about the category's purpose, activities and requirements.
- Second, there is a table listing all of the service families and each service type within each family; for each service type, the table provides a brief definition, as well as the minimum time that must be spent performing the service, and the multiplier that is used (in combination with the rate and number of units) to calculate the service's reimbursement value.
- Third, there are tables showing requirements and special issues that apply to particular service families or service types within the category; these contain a great deal of information relevant to payment processing, recoupment or compliance.

The ***Guide to Requirements for Service Payability and Data Reporting for Performance-Based Contracts*** is now available on our website at www.healthsolutions.org/hivcare under the "For Contractors" section. You can also contact your HIVCS Contract Manager with any payment-related questions.