

Houston Regional HIV/AIDS Resource Group, Inc.  
Policy and Procedure  
Local Pharmaceutical Assistance Program (LPAP)  
LPAP Advisory Board Procedure

EFFECTIVE DATE: February 2017

PURPOSE:

This procedure establishes a formal process of the administrative agent and its participation in developing and updating the formulary to ensure it meets the needs of the jurisdiction and to ensure compliance as outlined in the Department of State and Health Services (DSHS) LPAP Standard of Care (SOC). This collaboration will ensure uniformity of LPAP benefits within the Eastern HIV Administrative Service Area (HASA).

DEFINITIONS:

**LPAP** is a therapeutics program used to treat HIV/AIDS or prevent the serious deterioration of health arising from HIV/AIDS in eligible individuals including measures for prevention and treatment of opportunistic infections.

**Subgrantee** is an agency that has entered into a grant agreement with The Resource Group to provide services.

**Client** is an individual seeking services from a funded Subgrantee. For the purpose of these policies, client includes legal guardians and/or powers of attorneys.

**Health Service Delivery Areas (HSDAs)** are designation created by the Texas Department of State Health Services for purposes of funding allocation and service provision.

**Administrative Agent** is an agency funded to administer federal, state, or local funds. The administrative agent is responsible for a variety of tasks including verifying contract compliance and financial validity of Subgrantees billing. The Resource Group is an administrative agent for Texas Department of State Health Services (DSHS) and Health Resources and Services Administration (HRSA).

**Quality Management Coordinator** is the staff member at the Administrative Agent who has been charged with implementing, maintaining and monitoring the quality management system for the Administrative Agent and its funded Subgrantees.

**Designated Subgrantees Contact Person** is the Subgrantees staff member who corresponds with the Quality Management Coordinator of the Administrative Agent on the administration of client satisfaction surveys.

#### POLICY:

Under the established Memorandum of Understanding (MOU), The Resource Group (TRG) and Part A Jurisdiction (Ryan White Grant Administration and Ryan White Planning Council Office of Support) will collaborate to update and maintain the LPAP Formulary for the Eastern HASA as defined by DSHS.

#### OVERVIEW:

1. The Ryan White Grant Administration (RWGA) through their quarterly Clinical Quality Improvement (CQI) Committee Meeting and Medication Advisory Committee will update and maintain the LPAP Formulary.
2. The approved Part A LPAP Formulary will be adopted and utilized for the entire Eastern HASA
3. TRG will participate in the RWGA CQI Meeting as a committee member.
4. Through membership in the CQI Committee, TRG will have the ability to present medications recommendations and have consistent feedback on recommended changes.
5. The Rural/Non-Houston Subgrantees will submit medication recommendations to TRG for consideration with any additional supplemental documentation to support the recommendation.
6. TRG will review the recommendation to ensure the medication is:
  - a. Not included on the ADAP formulary or available through a Patient Assistance Program (PAP) program,
  - b. Consistent with the most current HIV/AIDS Treatment Guidelines,
  - c. Directly linked to the management of HIV disease
7. Once TRG can attest the medication recommendation meets the above criteria, TRG will submit the medication recommendation to the CQI Committee for consideration at the most immediate CQI meeting.
8. In the event a client requires a pharmaceutical not listed on the LPAP formulary, TRG will follow the established waiver process as outlined in waiver procedure.
  - a. Approval will be granted on a case by case basis.
  - b. Subrecipients will be notified on the approval/denial within 1 business day of the receipt of the waiver
  - c. The waiver must be maintained in the clients primary client record
9. The CQI Committee will be made aware of any medication(s) approved through the TRG waiver process.
10. The Quality Management Coordinator and/or the TRG Clinical Consultant will serve as the CQI committee member for The Resource Group.
11. The most current version of the formulary will be published on the RWGA website at <http://publichealth.harriscountytexas.gov/Services-Programs/Programs/RyanWhite/Quality>, as well as the TRG website at [www.HIVTRG.org](http://www.HIVTRG.org).
12. All modifications to the formulary will be formally communicated to all Subgrantees through the TRG Monthly Provider Call or applicable quality meeting.
13. The RWGA and TRG support the CQI Committee and will collaborate to ensure actions as it relates to the LPAP formulary are in compliance with all applicable standards of care and State and Ryan White HIV/AIDS Program requirements.