



The following is a summary of updates that have been made to the FY 23 Provider Manual:

1. For Fiscal Year 23, we would like to highlight that it is a leap year, and it will end on **February 29, 2024**.
2. Throughout the manual, the Ryan White Services Division has changed “people with HIV” to “people living with HIV”.
3. Throughout the manual, the Ryan White Services Division has changed “low-income” to “income-eligible”.
4. **On page 8**, The Clinical Quality Management (CQM) team has added additional language regarding the Quarterly Data Displays.
5. **On page 8**, The Clinical Quality Management (CQM) team has added additional language regarding the required annual Quality Improvement Culture Assessment.
6. **On page 9**, The Clinical Quality Management (CQM) team has added additional language regarding the supplementary CQM resources located within the e2Boston Resource Center
7. **On page 10**, a new section has been added under e2Boston labeled “e2Boston Trainings”. Here providers can review the currently available training and read a summary of its purpose and the training content.
8. **On page 13**, under the section “Intake and Activity Information”, a row has been added to include the newly added field in e2boston labeled “Vital Status”. An explanation of how to enter this information can be found on page 15.
9. **On page 19**, under the section “Instructions for entering subservices”, two important notes have been added to explain e2Boston’s function for Inactive and/or Ineligible clients.
10. **On page 21**, under the section “e2Boston Eligibility Tracking and Uploading for Already Existing Clients”, more sample annual recertification summary template has been added for the providers as an option for a universal recertification form that is applicable across the EMA. The form can be found in the Policies and Procedures section.
11. **On page 22**, under the section “Ryan White Dental Program and Shared Eligibility”, the Ryan White Dental Program (RWDP) has added additional language regarding re-certification application timelines.
12. **On page 22**, under the section “Ryan White Dental Program and Shared Eligibility”, the Ryan White Dental Program (RWDP) has updated its annual Client enrollment application. The application can be found in the Policies and Procedures section.

13. **On page 46**, under the section “Invoice- General Information”, the Fiscal team updated the language regarding months with no billing costs.
14. **On page 46**, under the section “Invoice- General Information”, the Fiscal team added a note about which emails to send invoicing for FY23.
15. **On page 46**, under the section “Personal Expense and Other Direct Care Cost Invoicing”, the fiscal team updated the Internal revenue Service’s standard mileage rate.
16. **On pages 51 – 52**, the Fiscal team has updated the Sample Invoicing forms for both Admin. Cost Cap and Indirect Rate.
17. **On pages 54 – 55**, the Fiscal team has updated the Sample Budget forms for both Admin. Cost Cap and Indirect Rate.
18. **On pages 56 – 57**, the Fiscal team has updated the section “Budget Revision Guidance” to include updated processes and timelines.
19. **On pages 64 – 65**, the Ryan White Services Division updated the section “Annual Site Visits to provide clarity on the timeline, scheduling, information, tools, and requirements for both parties.