

## Other Professional Services

### HRSA Definition (2-1-2016)

*Other Professional Services* allow for the provision of professional and consultant services rendered by members of particular professions licensed and/or qualified to offer such services by local governing authorities. Such services may include:

- Legal services provided to and/or on behalf of the individual living with HIV and involving legal matters related to or arising from their HIV disease, including:
  - Assistance with public benefits such as Social Security Disability Insurance (SSDI)
  - Interventions necessary to ensure access to eligible benefits, including discrimination or breach of confidentiality litigation as it relates to services eligible for funding under the RWHAP
  - Preparation of:
    - Healthcare power of attorney
    - Durable powers of attorney
    - Living wills
- Permanency planning to help clients/families make decisions about the placement and care of minor children after their parents/caregivers are deceased or are no longer able to care for them, including:
  - Social service counseling or legal counsel regarding the drafting of wills or delegating powers of attorney
  - Preparation for custody options for legal dependents including standby guardianship, joint custody, or adoption
- Income tax preparation services to assist clients in filing Federal tax returns that are required by the Affordable Care Act for all individuals receiving premium tax credits

### Key Service Components

Legal services need to be directly necessitated by an individual's HIV/AIDS serostatus and/or related to accessing core services. It must provide legal assistance with legal problems relation to discrimination, confidentiality, access to care, public benefits, and wills.

These services include but are not limited to:

- a. Preparation of healthcare power of attorney, durable powers of attorney & Living Wills;
- b. Interventions and litigations that provide access to eligible benefits (Social Security Disability), discrimination or breach of confidentiality; and
- c. Permanency planning for an individual or family where the responsible adult is expected to pre-decease a dependent (usually a minor child) due to HIV/AIDS;
- d. Preparation for custody options for legal dependents including standby guardianship, joint custody or adoption.



- e. Income Tax preparation to apply for ACA  
 Legal services exclude criminal defense and class-action suits unless related to access to services eligible or funding under the RWHAP

Funding for **Legal services** may not be used for any criminal defense or for class-action suits unrelated to access to services eligible for funding under the Ryan White Program. The service should guarantee HIV clients with protections from discrimination, getting redress for human rights violations, and expanding access to HIV prevention and treatment.

## Qualifications

Staff Qualification	Expected Practice
All legal counsel services must be performed by trained professional staff. Attorneys must have current licensure and hold certification through the Boards and Commissions and Bar Association in the State.	Personnel files/resumes/applications for employment reflect requisite experience and education.
Paralegal staff or other employees must be qualified to hold the position in which they are employed. Non-licensed staff must be supervised by a licensed attorney.	Personnel files/resumes/applications for employment reflect requisite experience and education. Supervisory records are kept on file.
A minimum of sixteen (16) additional hours of orientation training must cover orientation to the target population and the HIV service delivery system. Training should include but not limited to: <ul style="list-style-type: none"> <li>a. Available HIV/AIDS services in the TGA and the state;</li> <li>b. How to access such services, especially Ryan White Part A funded services;</li> <li>c. Ryan White Standards of Care (Universal and Service Category Standards)</li> </ul>	Personnel file reflects completion of orientation and signed job description.



## Quality

### Units of Service

Face to face office visits of less than one hour duration.

### Outcome

- % of clients will maintain medical care after accessing legal services as reported every 6 months;
- % of clients retained in care (total number clients retained/total number clients);
- % of clients entering care (total number of new clients/total number clients).

### Indicators

- Clients accessing legal services are maintained in the medical continuum of care; Permanency planning requires drafting of wills or delegating powers of attorney prior to deceased;
- Referrals to access services within the continuum of care of support and core medical needs of client.

<i>Performance measure</i>	<i>Outcome Measure</i>	<i>Numerator</i>	<i>Denominator</i>	<i>Data Source</i>	<i>Goal/Benchmark</i>
<b>Outcomes</b>					
Clients accessing legal services are medically adherent.	Documentation in client files.	Number of clients with two or more medical visits by prescribing provider at least three months apart.	Number of clients who accessed legal services.	Client Files ECOMPAS	% of clients accessing legal services have documentation of two or more medical visits by a prescribing provider at least three months apart in client file.
Clients accessing legal services for pre-decease permanency planning have legal counsel or social service	Documentation in client files of permanency planning with plan to draft will and/or power of attorney.	Number of clients who accessed legal services with completed	Number of clients who accessed legal services.	Client Files ECOMPAS	75% of clients accessing legal services for pre-decease permanency have a plan or drafted will



counseling available for drafting of wills or delegating powers of attorney.		wills/power of attorney.			and/or power of attorney in place.
Clients accessing legal services who are not in medical care are referred to Early Intervention Services and/or Medical Case Management agencies to link into the continuum.	Documentation of referral to continuum of care for clients who are not accessing medical care for their HIV/AIDS progression.	Number of clients referred.	Number of clients who accessed legal services (out of care population).	Client Files ECOMPAS	100% of clients accessing legal services who are NOT in medical care are referred to such services to engage in medical interventions.

