

ND RYAN WHITE PROGRAM PART B
NORTH DAKOTA DEPARTMENT OF HEALTH

WAIT LIST POLICY

North Dakota Ryan White Program Part B will enact a wait list when the funds become insufficient to provide services and medication to all eligible HIV/AIDS positive individuals that apply. Following is the wait list policy:

1. ND Ryan White waiting list will use a first come, first-served model to place any individual applying to the program on the waiting list in order of receipt of a completed enrolment application.
2. All applications must be completed through a case manager. This requirement ensures that each applicant has the opportunity to work with a case manager to access HIV medications through other mechanisms such as Pharmaceutical Assistance Programs (PAPs) and other community based services that may be required while on the waiting list.
3. All new clients will go on the waiting list. This includes those transferring from other states. This will not include clients who are currently enrolled in the ND Ryan White Program who will continue to receive services without interruption.
4. Any application that does not have all the required information and documentation will not be accepted. Only completed applications will be approved by the RW Coordinator. Non-compliance of all required documentation by the February 28 deadline for re-enrollment and August 31 for re-certifications will lead to removal of the client from the program and placement on the wait list.
5. If documentation has not been provided by January 31 for reenrollment or July 31 for recertification, a certified letter will be sent to the client stating their services will be discontinued beginning March 1 for reenrollment or August 1 for recertification. This will verify the client has received notification and has ample time to provide the necessary documentation to maintain services.
6. All new applicants that complete an application and are eligible will be notified via their case manager that they have been enrolled or put on the waiting list. Case managers will be notified/updated of their client's position on the waiting list. The waiting list will be maintained by the RW Coordinator.
7. After the deadline for enrollment or recertification period any openings in the ND Ryan White Program will be filled by eligible applicants from the waiting list.

8. If funding is available, ND Ryan White Program will be able to supply one or two months of medications to wait list clients while patient assistance program applications are being processed.