Please respond to the questions below and submit to the grantee's office.

1. After reviewing the data in this report, what comments, questions, thoughts do you have?

2. Please tell us about any service delivery challenges your agency is experiencing at this time (including an explanation of waiting lists if any and how we can help support you to eliminate a wait list and ease access to this service)?

3. Please tell us about any special populations or special situations you have encountered at your agency that may need to be further addressed (this can include assistance finding a funding source for a special issue encountered at your agency, an influx of a specific population of people at your agency, etc.).

4. Are there any issues/challenges you are facing at your agency that you would like technical assistance with either from the Ryan White Part A Grantee or another Technical Assistance source?

5. Please provide us with an update on your Quality Management Program including any indicators currently being tracked, the status of current improvement projects, re-evaluations of previously implemented quality improvement projects to check on their sustainability etc.

6. Please provide us with the status and quantitative or qualitative information received from any consumer input received through consumer satsifaction surveys, consumer advisory boards, suggestion boxes, or any other method by which you gather consumer input on service delivery. If you have not collected any information, describe your plans for doing so.

7. Do you have any Ryan White Part A clients that have presented issues this quarter and could possibly be in jeopardy of losing services due to their behavior?

8. Is there anything else you would like to discuss, relay, or suggest to the Grantee at this time? This can include any highlights of programs or services offered at your agency at this time, any changes in staffing (please list any staff members you have recently hired or any that are no longer with your agency), re-allocation needs by service category to ensure funding will be spent by the end of the grant year.