

St. Louis TGA: Other Professional Services

(Formerly Legal Services)

Created March 2026

PC Approved 04.2026

HRSA Definition: 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. 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.

St. Louis TGA follows and offers a full complement of services as defined by HRSA.

1.0 Intake, Eligibility, and Recertification		
Standard	Measure	Responsibility
1.1 Agency has process in place to verify client eligibility prior to rendering services.	1.1 Documentation of written process on file.	1.1 Vendor Responsibility
1.2 Document in each client file: <ul style="list-style-type: none"> • A description of how the legal service is necessitated by the individual's HIV status. • Types of services provided. • Hours spent in provision of such services. 	1.2 Site visit with review of 10% of client files.	1.2 Vendor Responsibility

2.0 Keys Services, Components, and Activities		
Standard	Measure	Responsibility
2.1 Funding for legal services provided for an HIV infected person to address legal matters directly necessitated by the individual's HIV Status. May include such services as (but not limited to):	2.1 Fully executed contract on file indicates agency intention to comply with standard.	2.1 Vendor Responsibility

<ul style="list-style-type: none"> • Health Care Powers of Attorney and Health Care Directives (Living Wills) Durable Power of Attorney • Permanency Planning • Health Insurance and Employment benefits such as Medicaid, Medicare, Social Security Disability, Food Stamps, Continuation of Health Coverage Health Bills, etc. • Consumer-e.g., debtor/creditor, collections. • Housing-related to imminent eviction, risk of homelessness on unsafe living conditions • Discrimination and individual rights, e.g. American with Disabilities or Family Medical Leave Acts • Identity documentation updates <p>Excluding:</p> <ul style="list-style-type: none"> • Criminal defense • Class-action suits unless related to access to services eligible for funding under the Ryan White HIV/AIDS Program. 		
<p>2.2 Agency has a process in place for the recapture of funds when other payer sources are identified, or client eligibility has changed.</p>	<p>2.2 Written policy on file.</p>	<p>2.2 Vendor Responsibility</p>

3.0 Personnel Qualifications (Including licensure)		
Standard	Measure	Responsibility
<p>3.1 Attorneys are licensed to practice law in the state in which service is rendered¹.</p>	<p>3.1 Confirmation of auditor's assessment.</p>	<p>3.1 Vendor Responsibility</p>

¹ Houston EMA Standards of Care. p. 40, January 2016.

3.2 Paralegal and nonlicensed staff members are supervised by attorneys.2	3.2 Paralegal work signed off by attorney, if applicable.	3.2 Vendor Responsibility
3.3 The Provider or any agent or representative thereof shall abide by the American Bar Association Model Rules of Professional Conduct, or any other applicable state ethical standards, and shall report any Professional Responsibility censures, complaint, violations, or any other discrepancy to the Grantee.	3.3 Confirmation of auditor's assessment.	3.3 Vendor and Recipient Responsibility
3.4 The Provider, or any agent or representative thereof, shall maintain knowledge and comply fully with Federal, state, and local HIV confidentiality, criminalization, and discrimination laws, rules, and regulations.	3.4 Fully executed contract on file indicates agency intention to comply with standard.	3.4 Vendor Responsibility

4.0 Assessment and Service Plan

Standard	Measure	Responsibility
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5.0 Transition and Discharge

Standard	Measure	Responsibility
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6.0 Case Closure Protocol

Standard	Measure	Responsibility
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7.0 Client Rights and Responsibilities

Standard	Measure	Responsibility
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8.0 Grievance Process

Standard	Measure	Responsibility
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9.0 Cultural and Linguistic Competency

Standard	Measure	Responsibility
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10.0 Privacy and Confidentiality (*including securing records*)

Standard	Measure	Responsibility
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11.0 Recertification Requirements

Standard	Measure	Responsibility
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