



## **POLICY AND PROCEDURE NOTICE: PPPN-026 CULTURALLY AND LINGUISTICALLY APPROPRIATE SERVICES (CLAS)**

**Summary and Purpose of PPN:** To guide the administration of the Ryan White Part A Program to ensure the provision of services are culturally and linguistically appropriate.

### **Authority:**

- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs & Division of State HIV/AIDS Programs, National Monitoring Standards for Ryan White Part A and Part B

### **Policy and Procedures:**

The National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (the *National CLAS Standards*) are intended to advance health equity, improve quality, and help eliminate health care disparities by providing a blueprint for individuals and health and health care organizations to implement culturally and linguistically appropriate services. National CLAS standards shall be the guide for the Atlanta EMA.

1. Funded agencies shall integrate the principles and activities of culturally and linguistically appropriate services in accordance with National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care. Subrecipients must be able to demonstrate how these principles and activities have been integrated.

Refer to: <https://minorityhealth.hhs.gov/assets/pdf/checked/finalreport.pdf>

- A. Progress in integration of CLAS Standards shall be detailed in each quarterly report.
2. All subrecipient staff shall receive training in cultural competency no less frequently than annually.
  - A. Subrecipients shall maintain records documenting trainings including: topic, date, time, name and signature of all attendees.
  - B. Subrecipients shall maintain documentation in each employee's personnel file documenting participation in cultural competency training.

### **Verification:**

1. As part of the RFP, applicants shall detail efforts to integrate the principles and activities of culturally and linguistically appropriate services in accordance with National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care.
2. Review of narratives in quarterly reports describing efforts to integrate CLAS Standards.
3. During site visits, Project Officers will validate that trainings have taken place and documentation maintained in employee files.

Approved: June 2016

Reviewed: April 2021