



POLICY AND PROCEDURE NOTICE: PPPN-028 PARTICIPATION IN DESIGNATED PLANNING COUNCIL COMMITTEES

Summary and Purpose of PPPN: To guide the administration of the Ryan White Part A Program to ensure the quality of services through participation in the Metropolitan Atlanta HIV Health Services Planning Council's Comprehensive Plan, Assessment and Quality Management processes.

Authority:

- Fulton County Ryan White Part A Contract/Agreement

Policy and Procedures:

Planning for the on-going support of – and revisions to – the Ryan White Continuum of HIV services benefits from the expertise of individuals involved in the provision of services to clients. Toward that end, it is the Fulton County Ryan White Program's policy that each subrecipient participates in the Metropolitan Atlanta HIV Health Services Planning Council's Comprehensive Plan, Assessment and Quality Management processes.

1. Subrecipients shall designate an individual or individuals to fully participate in the Metropolitan Atlanta HIV Health Services Planning Council's Comprehensive Plan, Assessment and Quality Management processes.
2. At a minimum, subrecipient designees shall be expected to participate in each meeting of the Comprehensive Planning Committee, the Assessment Committee, and the Quality Management Committee.
3. The name(s) of designee(s) shall be provided to the Ryan White Program Office at the time the annual contract/agreement signed by the duly authorized individual is returned to the County for signature and processing.
4. Notification of changes in the individual(s) serving as the designees shall be provided in writing to the Ryan White Part A Program Office no later than 14 days after the change.
5. In order to ensure continuity and to maintain institutional knowledge alternates for designees are not allowed.

Verification:

- Documentation of submission of subrecipient designees.
- Review of committee attendance sheets.

Approved April 2016

Reviewed June 2020