

**HIV Health Services Planning Council
Sacramento TGA**

POLICY AND PROCEDURE MANUAL

TABLE OF CONTENTS

SECTION	SECTION / POLICY TITLE	CURRENT VERSION
1	TABLE OF CONTENTS	
	Policy and Procedure Manual Contents	08/18/2023
2	PURPOSE, STRUCTURE & MEMBERSHIP	
	HIV Health Services Planning Council Overview	05/25/2022
	2018 Planning Council Primer	2018
	FY23 Grant Application Organizational Chart	2023
	Committee Overviews	2023
	FY23 Council Membership Roster	7/25/2023
	FY23 Committee Chair Roster	03/29/2023
	FY23 Committee Rosters	2023
	FY23 Council and Committee Meeting Schedule	05/11/2023
	FY23 Sacramento Ryan White Service Provider Directory	03/15/2023
	FY23 Sacramento Ryan White Service Provider Profiles	03/15/2023
	FY23 Sacramento Ryan White Provider Service Matrix	07/19/2023
3	LEGISLATION	
	Ryan White CARE Act	2009
	Brown Act Pamphlet 2003	2003
	Brown Act Legal Code	2004
4	BYLAWS and Directives	
	Current Bylaws	06/22/2022
	FY23 General Directives	04/26/2023
	FY23 Service Directives	04/26/2023
	COMMITTEE POLICIES & PROCEDURES	
5	EXECUTIVE COMMITTEE	
	EXEC 01 - Became AdAC 01	Inactive
	EXEC 02 – Council Decision Making	05/25/2022
	EXEC 03 – Member Recognition Policy	06/24/2020

6	GOVERNANCE COMMITTEE	
	GOV 01 – Committee Development, Organization and Appointment	06/28/2023
	GOV 02 – Policy and Procedure Manual	05/25/2022
	GOV 03 – Needs Assessment Work Group	Became NAC 01
	GOV 04 – Member Leave of Absence	Inactive
	GOV 05 – Grievance	06/22/2022
	GOV 06 – Conflict of Interest and Ethnics	05/25/2022
	GOV 07 – Open Meeting Requirements	05/25/2022
	GOV 08 – Document Handling	05/25/2022
	GOV 09 – Member Reimbursement Policy	06/24/2020
	GOV 10 – Officer Elections	06/28/2023
	GOV 11 – Member Removal	06/24/2020
	GOV 12 – Policy Acknowledgement Form	03/23/2022
	GOV 13 – Public Information Policy	05/25/2022
	GOV 14 – Code of Conduct	03/23/2022
	GOV 15 – Conflict of Interest	03/23/2022
	GOV 16 – Council Staff Scope of Services	05/25/2022
7	ADMINISTRATIVE ASSESSMENT COMMITTEE	
	AdAC 01 – Administrative Assessment Committee	08/24/2022
8	AFFECTED COMMUNITIES COMMITTEE	
	ACC 01 – Statement of Values	08/26/2020
	ACC 02 – Consumer Rights and Responsibilities	08/26/2020
	ACC 03 – Community Outreach	05/25/2022
	ACC 04 – Community Forum Ground Rules	05/25/2022
	ACC 05 – Member Representation by Alternate	08/26/2020
	ACC 06 – Nominations of Members	08/26/2020
	ACC 07 – Annual Training Calendar	08/26/2020
	ACC 08 – Mentorship Program	08/26/2020

9	NEEDS ASSESSMENT COMMITTEE	
	NAC 01 – Needs Assessment Committee	06/22/2022
10	PRIORITIES AND ALLOCATIONS COMMITTEE	
	PAC 01 – Priority Setting & Resource Allocation Process	05/25/2022
	PAC 02 – General Policy Directives Regarding Reallocation of Ryan White Part A/B Funding	05/25/2022
	PAC 03 – Philosophies for Managing Scarcity	05/27/2020
11	QUALITY ADVISORY COMMITTEE	
	Universal Service Standards	05/25/2022
	SSC 01 – Medical Case Management Services	06/22/2022
	SSC 02 – Respite Services	Inactive – 06/22/2022
	SSC 03 – Dental Services	06/22/2022
	SSC 04 – Support Services	06/22/2022
	SSC 05 – Eligibility and Fees	05/25/2022
	SSC 06 – Substance Abuse Outpatient Services	06/22/2022
	SSC 07 – General Policy Directives for Ryan White Part A/B Services	Inactive
	SSC 08 - Child Care Services	06/22/2022
	SSC 09 - General Policy Directives for Apportionment of Part A/B Funding	Inactive – 03/28/2001
	SSC 10 – Utilities Assistance Services	Inactive - 05/27/2020
	SSC 11 – Medical Transportation Services	06/22/2022
	SSC 12 – Food Bank/Home Delivered Meals	04/22/2020
	SSC 13 – Complementary/Alternative Therapies Services	Inactive – 04/27/2011
	SSC 14 – Mental Health Services	06/22/2022
	SSC 15 – Housing Assistance Services	06/22/2022
	SSC 16 – Emergency Financial Assistance	06/22/2022
	SSC 17 – Psychosocial Support	06/22/2022
	SSC 18 – Medical Nutritional Therapy	02/26/2020
	SSC 19 – Outreach Services	06/22/2022
	SSC 20 - Health Education and Risk Reduction	05/25/2022
	SSC 21 – Non-Medical Case Management	05/25/2022
	SSC 22 – Health Insurance Premium and Cost-Sharing Assistance	06/22/2022
	SSC 23 – Substance Abuse – Residential	06/22/2022

12	FORMS	
	Information Request Form	02/22/2010
	Membership Application	Version 4.17.23
	2023 Membership Conflict Declaration Form	2023
	2023 Member Policy Acknowledgement Form	2023
	Travel Reimbursement Form	2020
	Mileage Reimbursement Form	2023
	Form 700 Instructions	2022-2023
	Form 700 Statement of Economic Interests	2022-2023
	Form 700 Frequently Asked Question	044 11-2021
13	MISCELLANEOUS	
	Roberts Rules of Order Motion List	05/25/2022
	Frequently Used Acronyms	
	2023 Options for HIV Resource Guide	01/13/2023
14	APPENDICES	
	Part A Application Memo	Annual
	2016 Statewide Integrated HIV Surveillance, Prevention, and Care Plan Web Link	2016