



Policy and Procedure Work Group

San Francisco HIV Health Planning Council
2010



Objectives and Membership

- To review and update the SF-HHSPC P&P
- To keep Steering and the Full Planning Council about our progress
- Co-Chairs
 - J Andrews. & G Ramos.
- Participants
 - S. Manley., W Flores., ML Hicks, P Margolis., C Harris., C Cantu, C Hubbard
 - Council Support



Approach

- Work started May 2010
 - Initially, we met twice per month
 - We are now meeting once per month
- Preliminary Work
 - Council Support Staff
 - Reviewed P&P Manual to facilitate Work Group's work
- Phase I "Cosmetic Work"
 - Editing



Phase I “Cosmetic Work”

- Editing
- Review the Table of Content
- Explore ideas about Table of Content organization
- To condense the P&P manual



Editing

- Read all the policies and procedures
 - 87 documents
 - 65 Policies and Procedures
 - 13 Regulations
 - 9 Forms
- Correct typographical, grammar, spelling and conduct general editing



Current Table of Content

SECTION	SECTION/POLICY TITLE	REVISION DATE	
1	TABLE OF CONTENTS		
1.1	Policy and Procedure Manual Table of Contents	Revised as Docs Completed	5
2	PURPOSE, STRUCTURE & MEMBERSHIP		
2.1	Overview of Council History and Mission Statement	5/8/06	1
2.2	Organizational Chart	4/11/07	1
2.3	Committee Descriptions and Mission Statements [need to conform COA Mission Statement to Policy under COA Section]	4/10/07	1
2.4	Council Membership Roster	Done	2
2.5	Committee Co-Chairs	6/28/07	1
2.6	Job Descriptions	12/19/05	



Proposed Table of Content

- Develop recommendations for changes and merging policies
 - Created new Index Order
 - Preamble: history, mission, guidelines
 - Membership
 - Operations
 - Relating to other stakeholders
 - Appendix
 - Brown Act, Sunshine, Ryan White CARE Act, By-Laws
 - Resource Guide: CoE definitions, EMA eligibility criteria, Glossary of Terms and other documents
 - Forms: Applications, Renewal, Reimbursement, Proxy, FPPC Form 700 and others



Phase II – Rewriting P&P

- Started two months ago
- Creating proposals to change and create new P&P to clarify current or proposed practices
- There will be updates on November 2010 and January 2011