

POLICIES AND PROCEDURES

Providing Guidance to HAHSTA's Ryan White Sub-recipients
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POLICIES AND PROCEDURES

HAHSTA uses policies and procedures to provide sub-recipients with expectations and the framework for making decisions when providing Ryan White services.

POLICIES VS. PROCEDURES

Policies

- General guidelines used to reach compliance
- Explain *why* things are done
- Can be based on federal, state, and local laws and regulations
- Are flexible to allow for modifications

Procedures

- Focus on specific tasks
- Explain *how* things are done
- Can be based on lessons learned from previous experiences
- Are rigid and must be followed as prescribed

POLICIES AND PROCEDURES COMMITTEE

The HAHSTA Ryan White Policies and Procedures Committee is responsible for the development and update of service delivery requirements to promote operational consistency, compliance, quality care, and improved health outcomes.

All policies and procedures are reviewed and updated annually.



WHAT'S IN A POLICY AND PROCEDURE

Each Policies and Procedures document is standardized to include the following main components:

- ❖ Subject
- ❖ Purpose
- ❖ Definitions and Acronyms
- ❖ Procedures
- ❖ Related documents, forms, and tools

CURRENT POLICIES

Policy	Status
Program Income	Expires 2/28/2023
Client Incentives	Expires 2/28/2023
Report Cards	Expires 6/1/2023
Enrollment and Eligibility	Expires 6/10/2023
Site Visits	Pending Approval
Occupancy	Pending Approval
Training, Travel, and Conferences	In Progress
Grant Closeouts	In Progress
Remediations/Corrective Actions	In Progress

POTENTIAL POLICIES

HAHSTA uses planning, program implementation, day-to day operations, and governing laws and guidelines to determine the need for policies and procedures. We would also like to hear from you.




QUESTIONS?

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GOVERNMENT OF THE DISTRICT OF COLUMBIA

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