

# **Documents to Meet Planning Council/Body Administrative Requirements: Best Practices<sup>\*</sup>**

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## **Planning Council Support**

Planning Council Support (PCS) is critical to the success of any Planning Council or Planning Body (PC/B). The work of PCS equips members to successfully carry the planning functions of the Ryan White HIV/AIDS Program Part A. To effectively perform support functions and comply with federal regulations, PCS PC/Bs have many administrative requirements. It is the responsibility of Planning Council Support to ensure that each PC/PB has needed documents that meet federal and municipal requirements and in most cases have been developed and approved by the PC/B. Here is a best-practice list of documents from a large Eligible Metropolitan Area (EMA).

## **Planning Council/Body Operations**

- Bylaws
- Grievance Procedures [which should be attached to the Bylaws]
- Standard Operating Policies and Procedures
- Organizational Chart
- Planning Council Member Manual
- Membership Roster with Affiliations and Reflectiveness Data
- Signed Confidentiality Statements from Members
- Conflict of Interest Disclosure Form
- Signed Conflict of Interest Statements from Members
- Planning Council Annual Training Plan
- Executive Committee Training Plan
- Orientation and Training Materials
- Annual Work Plan
- Meeting Schedule/Calendar
- Minutes (PC/B, Committee, Task Force, Caucus, etc.)
- An Official Minutes Book Easily Accessed for Public View
- Current Committee Roster
- Committee Responsibilities
- Recipient's Quality Management Plan and Meeting Minutes
- Standards of Care (for all funded service categories)
- Priority Setting and Resource Allocation Plan
- Most Recent Needs Assessment (single report or multiple documents)

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<sup>\*</sup> Prepared for DMHAP through MSCG/Ryan White Technical Assistance Contract, March 2017. Refined from information from the RWHAP Part A Reviewer Tool.

- Process for Assessment of the Efficiency of the Administrative Mechanism
- Memorandum of Understanding between Recipient and Planning Council/Body
- Most Recent Assessment of the Efficiency of the Administrative Mechanism and Recipient Response
- Consumer Feedback Mechanism
- Comprehensive/Integrated Plan (includes Statewide Coordinated Statement of Need)
- PC Training and Orientation Plan
- Open Nominations Process/Recruitment Plan
- Membership Application
- Program/Planning Data (e.g., client characteristics, cost and utilization data)
- Meeting Notices

### **Planning Council/Body Support and Staffing**

- Contract for PC Support (if applicable)
- Planning Council/Body Support Budget
- PC Support Operating Procedures
- Planning Council/Planning Body Manual
- PC/B Support Organizational Structure
- PB/C Position Descriptions