

Orange County Planning Council

Policies and Procedures

Subject: Updating Previously Approved Planning Council Documents

Number: XXII

Date Effective: 7/10/19

Revised:11/10/21,
10/11/23

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A. PURPOSE: To set forth the policies and procedures for HIV Planning and Coordination (HIVPAC) to update Planning Council (Council) documents previously approved by the Council without requiring additional committee/Council approval.

B. PROCESS:

1. Council documents, such as Policies and Procedures and Standards of Care, are reviewed on a regular basis to ensure documents are accurate and up-to-date.
2. The development and revision of Council documents is the responsibility of the committee that has been tasked with those items.
3. As part of the regular review process, the Council has granted HIVPAC approval to make changes to terminology in Policies and Procedures that do not change the intent of the document without committee/Council approval.
4. To facilitate the timely review and update of other Council documents, outside of the regular review schedule, this approval is extended to other Council documents including, but not limited to:
 - Standards of Care
 - Directives to the Grant Recipient
 - Planning Council and Committee Application
 - Integrated HIV Prevention and Care Plan
 - Recruitment brochures
5. Updates to Council documents outside of the regular review schedule that do not require Council/committee approval include, but are not limited to:
 - Terminology (e.g., definitions, references) updates to align with local, state, or federal guidance
 - Grammatical corrections
 - Updates to standard language approved by Council that should be applied to other documents to ensure consistency across documents (e.g., Standards of Care language/content)
 - Updates to reflect current funding allocations based on Council approved allocations (e.g., Directives)
 - Separating documents into two or more (e.g., Standards of Care) to align with local, state, or federal guidance
6. Any other substantive change or update to Council documents will continue to follow the standard protocol for review and require Council approval.

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C. COMMUNICATION OF CHANGES TO COUNCIL DOCUMENTS:

1. The Council and the committee that oversees the document development/revisions will be informed of updates made outside of the regular review schedule as part of the Grant Recipient Reports.
2. Revised documents will be distributed to the Council/committee, providers, or other stakeholders and posted to the appropriate webpage, if applicable.