



DRAFT 2026 STANDARDS AND BEST PRACTICES COMMITTEE MASTER WORKPLAN (SUBJECT TO CHANGE)

PURPOSE

To define the scope, priorities, and core activities of the **Standards & Best Practices (SBP) Committee** during the Ryan White Program Year (March 1, 2026 – February 28, 2027), in alignment with the revised Commission Bylaws, Ryan White HIV/AIDS Program (RWHAP) Part A legislative and program expectations, CDC/HRSA integrated planning guidance, and the Commission’s restructured governance model. The SBP Committee leads the Commission’s work to strengthen the quality, consistency, and effectiveness of the HIV service delivery system by supporting clinical quality management, developing and maintaining service standards, identifying best practices, assessing service effectiveness, and advancing service system improvements in coordination with DHSP and other Commission working units.

CRITERIA

Activities included in this workplan are selected based on their ability to:

- Fulfill SBP responsibilities defined in the Commission Bylaws;
- Support compliance with RWHAP Part A, HRSA expectations, CDC/HRSA integrated planning guidance, Brown Act, and County requirements;
- Strengthen quality management and performance/outcomes accountability across the HIV service continuum;
- Promote consistent, evidence-informed standards and best practices in HIV prevention and care;
- Identify service gaps and recommend feasible system improvements and directives; and
- Align with Commission and staff capacity, recognizing a bi-monthly meeting schedule.

CORE COMMITTEE RESPONSIBILITIES

The SBP Committee is responsible for:

- Supporting DHSP’s Clinical Quality Management Plan and reviewing aggregate quality, utilization, and outcomes data to assess service effectiveness;
- Identifying, reviewing, and recommending service standards, best practices, and outcome measures across the HIV care continuum;
- Evaluating service effectiveness, including outcomes, cost effectiveness, capacity, access, and service models;
- Identifying service gaps, system inefficiencies, and improvement opportunities, and recommending corrective actions to DHSP and the Commission;
- Recommending service delivery improvements and implementation directives, in coordination with the Planning, Priorities & Allocations Committee;
- Conducting the Assessment of the Administrative Mechanism and overseeing implementation of adopted recommendations;
- Promoting consistency and quality in HIV services countywide through system-level review (not individual provider oversight); and
- Carrying out additional responsibilities as assigned by the Commission or Board of Supervisors.

DRAFT 2026 STANDARDS AND BEST PRACTICES COMMITTEE MASTER WORKPLAN (SUBJECT TO CHANGE)

ACRONYMS

- | | |
|--|---|
| <ul style="list-style-type: none"> • COH: Commission on HIV • DHSP: Division on HIV and STD Programs • BOS: Board of Supervisors • HRSA: Health Resources and Services Administration • MCE: Membership and Community Engagement Committee • PP&A: Planning, Priorities, and Allocations Committee • SBP: Standards and Best Practices Committee | <ul style="list-style-type: none"> • EO: Executive Office • CEO LAIR: Chief Executive Office Legislative Affairs and Intergovernmental Relations • OA: California Office of AIDS • CHIPTS: Center for HIV Identification, Prevention, and Treatment Services. |
|--|---|

#	OBJECTIVE	TASKS/ACTIVITIES	TIMELINE	NOTES/COMMENTS
1	Establish committee leadership.	<ul style="list-style-type: none"> • Hold nominations for committee co-chairs. • Elect committee co-chairs. 	April	COMPLETED
2	Develop 2026 committee workplan.	<ul style="list-style-type: none"> • Review and adopt annual workplan (<i>subject to change</i>). • Establish meeting calendar (<i>subject to change</i>). 	May	
3	Monitor progress on committee workplan.	<ul style="list-style-type: none"> • Provide monthly updates/reports to Executive Committee and COH. 	Ongoing	
4	Conduct committee orientation.	<ul style="list-style-type: none"> • Review role, scope, and responsibilities of committee. 	April	COMPLETED
5	Assist with development of the BOS Annual Report	<ul style="list-style-type: none"> • Outline SBP Committee key accomplishments and challenges • Submit accomplishments and challenges to Executive Committee for incorporation into BOS Annual Report. 	Jan-Feb 2027	
6	Conduct review/revisions of service standards, as needed.	<ul style="list-style-type: none"> • Conduct review/revisions of service standards, as needed. • Develop schedule based on service rankings, DHSP RFP schedule, consumer/provider concern, or in response to changes in the HIV care continuum. • Review service utilization reports. • Collaborate with DHSP, COH committees and caucuses, and RWHAP Part A providers. 	Ongoing	Review Universal Service Standards and Client Bill of Rights and Responsibilities.
7	Conduct the Assessment of the Efficiency of the Administrative Mechanism.	<ul style="list-style-type: none"> • Review assessment tool, revise as needed. • Conduct assessment for PY 35 (Mar 1, 2025-Feb 28, 2026) • Collaborate with DHSP and RWHAP Part A providers. • Analyze and report findings. 	May-Jul	Review and launch assessment tool in May/June; Analyze findings and submit report to EC in June; COH review in July.

DRAFT 2026 STANDARDS AND BEST PRACTICES COMMITTEE MASTER WORKPLAN (SUBJECT TO CHANGE)

8	Review and monitor clinical quality management activities.	<ul style="list-style-type: none"> • Review report(s) on clinical quality management activities led by DHSP. • Review service category evaluation report(s). • Identify strategies for addressing findings. • Collaborate with DHSP; review service category evaluation report(s). 	Ongoing	
9	Develop and monitor program directives.	<ul style="list-style-type: none"> • Develop and define directives for implementation of services and service models. • Ensure priorities and implementation efforts are consistent with needs, the HIV care continuum, and service delivery. • Develop strategies to address unmet need. • Collaborate with PP&A Committee. 	Ongoing	
10	Compile best practices as related to HIV care and prevention.	<ul style="list-style-type: none"> • Identify, collect, and disseminate best practices for reducing HIV transmission, improving health outcomes, and optimizing quality of life and self-sufficiency for all PLWH. 	Ongoing	