



STANDARDS AND BEST PRACTICES COMMITTEE 2026 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.



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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.
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#	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. 	Mar-Jun	
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>. 	Mar-Jun	
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. 	Mar-Apr	
5	Establish subcommittees, Ad hoc committees, caucuses, taskforces, workgroups, as needed and appropriate.	<ul style="list-style-type: none"> • Establish subcommittees, ad committees, caucuses, taskforces, and workgroups to support priority tasks/assignments, as needed. • Collaborate with committees to complete priority tasks/assignments. • Ensure representation and engagement of People Living with HIV. • Provide regular updates to committees and the COH. 	Ongoing	
6	Conduct review/revisions of service standards, as needed.	<ul style="list-style-type: none"> • Conduct review/revisions of service standards, as needed. 	Ongoing	<ul style="list-style-type: none"> • Collaborate with DHSP and all COH committees and caucuses.



		<ul style="list-style-type: none">• 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.		<ul style="list-style-type: none">• Collaborate with RWHAP Part A providers.
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.• Analyze and report findings.	Oct-Feb	<ul style="list-style-type: none">• Collaborate with DHSP and all COH committees and caucuses.• Collaborate with RWHAP Part A providers.
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.	Ongoing	<ul style="list-style-type: none">• Collaborate with DHSP to receive service category evaluation report(s).
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.	Ongoing	<ul style="list-style-type: none">• Collaborate with PP&A Committee.
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	



2026 STANDARDS AND BEST PRACTICES COMMITTEE MEETING CALENDAR
(SUBJECT TO CHANGE)

MONTH	KEY ACTIVITIES
April 20, 2026 10am-12pm	<ul style="list-style-type: none"> Nominate co-chairs Conduct committee orientation training Review and adopt 2026 committee workplan and committee meeting calendar
May 18, 2026 10am-12pm	<ul style="list-style-type: none"> Elect co-chairs Review Assessment of the Efficiency of the Administrative Mechanism (AEAM) assessment tool Develop service standard development schedule
June 15, 2026 10am-12pm	<ul style="list-style-type: none"> Discuss AEAM Review service standards
August 17, 2026 10am-12pm	<ul style="list-style-type: none"> Review/revise program directives Review service standards
November 2026 **CANCELED**	<p>Limited Executive Committee activity in recognition of the holiday period</p>
December 2026 **CANCELED**	<p>Limited Executive Committee activity in recognition of the holiday period</p>
October 19, 2026 10am-12pm	<ul style="list-style-type: none"> Review/revise program directives Review clinical quality management report(s)
February 8, 2027 10am-12pm	<ul style="list-style-type: none"> Draft 2027-28 committee workplan and meeting calendar Draft service standard development schedule