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Governor

**OFFICE OF AIDS  
HIV Care Program**

**Management Memorandum  
Memorandum Number 15-02**

March 10, 2015

TO: HIV CARE PROGRAM (HCP) CONTRACTORS

SUBJECT: REQUIRMENTS FOR NEEDS ASSESSMENT AND SERVICE DELIVERY PLAN

**I. Purpose**

The purpose of this Management Memo is to provide an update to HCP contractors regarding the requirement for Needs Assessments and Service Delivery Plans.

**II. Background**

In February of 2014, the federal Centers for Disease Control and Prevention (CDC) and the Health Resources and Services Administration (HRSA) released a joint statement announcing that Ryan White HIV/AIDS Program (RWHAP) Parts A and B Comprehensive Plans and CDC Jurisdictional HIV Prevention Plans will be due in September 2016. <http://hab.hrsa.gov/manageyourgrant/letterwhivaidsprogramcdchiv.pdf>.

**III. Policy**

In June of 2014, OA informed contractors via email that because of this pending change in guidance by HRSA, OA was not requiring HCP contractors to complete a Needs Assessment and Service Delivery Plan. OA has decided to continue that policy through RW contract year 2015/16.

Pursuant to California Health and Safety Code Section 38077(b)(2), CDPH/OA contractors shall implement the above referenced modifications to the HIV Care Program Scope of Work.

OA will communicate with contractors all relevant information regarding statewide efforts when it is available. If you have questions, contact Marjorie Katz at [Marjorie.Katz@cdph.ca.gov](mailto:Marjorie.Katz@cdph.ca.gov).

Sincerely,

Ayanna Kiburi, MPH  
Chief, HIV Care Branch  
Office of AIDS  
California Department of Public Health