Planning Council, Recipient, and CEO Roles and Responsibilities
[Based on Legislative Requirements for Planning Councils; Other Ryan White HIV/AIDS Program (RWHAP) Part A Planning Bodies are Typically Advisory, but Roles May be Similar]

Task	CEO	Recipient	Planning Council
Determine Planning Body [CEO of a TGA may choose to have a planning council or to use another process to obtain community input]	X		
Establish Planning Body and Appoint Members [based on an open nominations process]	X		
Carry Out Needs Assessment		X	X [Lead role]
Do Comprehensive Planning [including integrated plan review and updates]		X	X [Lead role]
Set Priorities among allowable core medical-related and support service categories, including how best to meet each priority (directives)*			X
Allocate Resources among Prioritized Service Categories* [≥75% to core medical-related services unless jurisdiction has a waiver]			X
Manage Procurement [includes developing RFPs, conducting TA and bidders' conferences, conducting application review, negotiating contracts, awarding funds, and developing reimbursement and accounting systems]		X	
Monitor Contracts [includes program and fiscal monitoring]		X	
Evaluate Effectiveness of Planning Activities [part of new annual planning cycle]		X	X
Evaluate Effectiveness of Care Strategies [includes performance along the HIV Care Continuum, clinical outcomes, other performance measures]		X	X [Optional]
Do Clinical Quality Management (CQM) [in collaboration with subrecipients/service providers]		X	[Care Standards** & CQM Committee Involvement]
Assess the Efficiency of the Administrative Mechanism in rapidly allocating funds to the areas of greatest need within the eligible area *			X

* Sole responsibility of RWHAP Part A planning council

** CQM is a grantee activity, but it is the responsibility of the planning council to "develop standards of care for funded services." [*RWHAP Part A Manual,* p 90] "Standards of care are principles and practices for the delivery of health and social services that are accepted by recognized authorities and used widely. Standards of care are based on specific research (when available) and the collective opinion of experts. Standards of care are often informed by guidelines, clinical research, and patient experiences." [*RWHAP Part A Manual,* p 64]