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December 15, 2015

Dear Contracted Community Partner:

PROGRAM GUIDANCE 2015-06: SUBMISSION OF CORRESPONDENCE TO THE DIVISION OF HIV AND STD PROGRAMS - CONTRACTED HIV/AIDS PREVENTION AND CARE SERVICES

The Division of HIV and STD Programs (DHSP) receives a large volume of correspondence on a daily basis from our contracted community partners. DHSP is issuing this Program Guidance in an effort to streamline the tracking and processing of all such correspondence to ensure the timeliest responses possible to your communications.

Submissions to the Director of DHSP

All correspondence regarding the subjects listed below should be submitted to the attention of the Director of DHSP.

- Budget Modifications and Augmentations;
- Requests for Letters of Support;
- Changes to Contracted Scopes of Work; and
- Requests to Change or Add Service Delivery Site(s).

Correspondence related to the subjects listed above should be addressed to:

Mario J. Pérez, Director
Division of HIV and STD Programs
600 South Commonwealth Avenue, 10th Floor
Los Angeles, California 90005

Electronic submissions should be directed to dhspdiretor@ph.lacounty.gov.

Submissions to DHSP's Chief of Contracted Community Services (CCS)

All correspondence regarding the subjects listed below should be submitted to the attention of the CCS Chief at DHSP.

- New Personnel Letters;
- Casewatch Requests;
- Consultant Agreements;
- Sub-Contractor Agreements;
- Monitoring-related documents such as Plans of Corrective Action (POCAs), among others;
- Medical Transportation Budget Requests; and
- Mobile Testing Site Requests.

Correspondence related to the subjects listed above should be addressed to:

Chief, Contracted Community Services
Division of HIV and STD Programs
600 South Commonwealth Avenue, 10th Floor
Los Angeles, California 90005

Electronic submissions of should be directed to DHSP-ChiefofCCS@ph.lacounty.gov .

Treatment Extensions

Treatment extension requests for services provided under DHSP-funded Mental Health; Substance Abuse Treatment; Residential Care Facilities for the Chronically Ill; and Transitional Residential Care Facilities contracts should be submitted by secure fax to 213-381-8022. This is a secured, HIPAA-compliant fax number.

Materials Review

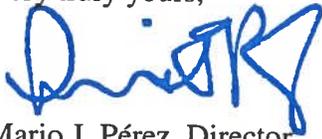
Contracted agencies must have all materials reviewed and approved prior to public consumption. For any questions or information regarding DHSP's Materials Review protocol, please contact Mr. Edson Mena at (213) 351-8094 or email him at emena@ph.lacounty.gov .

Please note that all correspondence should be submitted with a cover letter on your agency's letterhead and signed by an authorized agency representative on record. Any correspondence without a cover letter signed by the appropriate agency representative will be returned unprocessed. In addition, please make sure that your submissions include all the necessary back-up documentation such as budgets, budget justifications, staff resumes and job descriptions, among others.

Additional information on required documentations can be found on the DHSP website at <http://www.publichealth.lacounty.gov/dhsp/InfoForContractors.htm>. Please ensure that your team members are aware of this information.

If you have any questions or need additional information regarding your service contract(s), please contact your respective DHSP Program Manager(s).

Very truly yours,



Mario J. Pérez, Director
Division of HIV and STD Programs

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c: Paulina Zamudio
Terina Keresoma
Rochessa Washington
Contract File
Chron File (MJP)