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**REVISED DATE: 08/15/16**

**POLICY:**

An agency may appeal the outcome of a Site Visit if the agency has material information to the contrary or if there is a concern regarding the Quality Analyst's findings during a site visit.

**PROCEDURES:**

1. An agency may appeal the outcome of a site visit by submitting a completed "Site Visit Appeal Process Form" (Form SAP) within five working days of the "Exit Conference". Please see attached "Site Visit Appeal Process Form" (Form SAP).
2. After the form is completed, signed and dated, it should be forwarded to the RWGA Manager.
3. The administrative agency has five working days from receipt of Form SAP to review and respond in writing to the agency.
4. The RWGA Manager will make the final decision regarding the appeal.

**Harris County Public Health**  
Ryan White Grant Administration

Policy and Procedure for Appeal of Site Visit Report

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**ATTACHMENT**

1. Site Visit Appeal Process Form

\_\_\_\_\_  
**Approved by Manager**  
**HCPH – Ryan White Grant Administration**

\_\_\_\_\_  
**Date**

**Harris County Public Health**  
Ryan White Grant Administration

**Site Visit Appeal Process (Form SAP)**

Agency name:

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Reason for Appeal:

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The Site Visit was performed on:

\_\_\_\_\_ through \_\_\_\_\_.

The finding/s we disagree with is/are:

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I disagree with these findings and I wish to request an appeal. I understand that the Administrative Agency will review the records and may need to contact this agency for further information before making a final decision.

An acceptable resolution is (*the appeal process will not proceed unless this section is completed*):

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send this completed form electronically or by mail to the Quality Assurance Coordinator, Ryan White Grant Administration.

***The Administrative Agency will respond by phone or email within 5 working days of receipt.***