

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

Policy and Procedure for Site Visit Report Review and Revision

REVISED DATE: 06/16

POLICY:

All site visit reports will be thoroughly reviewed and approved before being submitted to a Ryan White Part A funded agency for further action. Any subsequent revision(s) must be addressed by the appropriate Ryan White Grant Administration Lead Quality Analyst in a timely manner.

PROCEDURES:

1. If any discrepancies are discovered after the site visit report has been submitted to the agency, the Lead Quality Analyst must complete a revised site visit report and a revised site visit cover letter. Both the revised report and cover letter that are submitted to the agency should only contain the specific revisions that are being addressed.
2. The revised site visit report and accompanying cover letter are reviewed by the Lead Quality Analyst for accuracy and completeness. The site visit report and cover letter are then submitted to the Quality Assurance Coordinator and the Ryan White Grant Administration Manager for final review and signature.
3. The revised site visit report and cover letter must be submitted and re-sent to the agency within five (5) business days of identifying the error/s.
4. A copy of both the original and any revised site visit reports and cover letters must be forwarded to the Grants Management Section, including a pdf file, and placed in the Quality Analyst's site visit file.
5. The agency will be given 24 hours to respond to a citation needing clarification as identified in the site visit report.

Approved by Manager
HCPH – Ryan White Grant Administration

Date