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1. GENERAL ADMINISTRATION

Chapter 1 - GENERAL ADMINISTRATION

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- 000 General
- 005 Purpose
- 010 Authority
- 015 Revision and Additions
- 020 Policy and Procedure Manual Maintenance

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- 000 General
- 005 Organization Mission/Purpose Statement
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- 055 Program Planning
- 060 Planning Report
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- 000 General
- 005 Board of Directors (See 117000)
- 010 Community Board(s)
- 015 Community Committee(s)
- 020 Community Task Force(s)
- 025 City Board(s)
- 030 City Committee (s)
- 035 City Task Force(s)
- 040 County Board(s)
- 045 County Committee(s)
- 050 County Task Force(s)
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- 065 Regional Task Force(s)
- 070 State Board(s)
- 075 State Committee(s)
- 080 State Task Force(s)
- 085 National Boards
- 090 National Committee(s)
- 095 National Task Force(s)
- 100 International Board(s)
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Section 4 - Organizations, Associations and Special Interest Groups (All sections subheaded in alphabetical Order)

- 000 General
- 005 Community Organization(s)
- 010 Community Association(s)
- 015 Community Special Interest Group(s)
- 020 City Organization(s)
- 025 City Association(s)
- 030 City Special Interest Group(s)
- 035 County Organization(s)
- 040 County Association(s)
- 045 County Special Interest Group(s)
- 050 Regional Organization(s)
- 055 Regional Association(s)
- 060 Regional Special Interest Groups
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- 000 General
- 005 Legal Assistance
- 010 Taxes
- 015 Insurance
- 020 Incorporation - State
- 025 Incorporation-Federal
- 030 Non-Profit Status
- 035 Profit Status
- 040 Other Liabilities
- 045 Power of Attorney
- 050 Organization Legal Responsibility
- 055 HIV
- 060 Immigration and Naturalization HIV
- 065 Patents and Copyrights
- 070 Contracts
- 075 Article of Incorporation
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Section 7 - BAHSES Board of Directors (See 113005/415000)

- 000 General
- 005 Nominations
- 010 Responsibilities
- 015 Job Description

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- 020 Application
- 025 Meetings/Minutes
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- 035 Correspondence
- 040 Board of Directors' History
- 045 Operations Manual
- 050 Mailing List
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- 060 Resolution

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- 000 General
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- 010 Maintenance
- 015 Storage
- 020 Word Processing
- 025 Clerical Support
- 030 Postage Machine/Postage
- 035 Fax/Service (See 437035)
- 040 Operation/Administration

Section 2 - Printing, Publications, Duplication, and Reproduction

- 000 General
- 005 Preparation
- 010 Production
- 015 Procurement
- 020 Distribution
- 025 Equipment
- 030 Retail
- 035 Outside Printing
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2. MANAGEMENT PROGRAMS

Chapter 1 - RECORDS AND PERFORMANCE MANAGEMENT

Section 1 - Records Management

000 General

005 Filing, Maintenance, and Retrieval,

010 Records Disposal Systems (include transfer, retirement, storage, and destruction)

015 Forms Control and Management (Format and Designs) (All forms in this subheading filed under secondary number i.e. 211015/324050 Skill Assessment)

020 Report Management

025 Mail Management (Mailing Labels)

030 Publications

035 Archives

040 Information Routing

045 Correspondence Format

050 Record Storage

055 Distribution List

060 Records Management

065 Authorized Abbreviations

Section 2 - Workload/Performance Measurement

000 General

005 Administrative Workload Management

010 Work Flow Analysis

015 Office Techniques, Methods and Procedures

020 Management Studies, Analyses and Reviews

025 Management Improvement Program, Procedures and Achievements

030 Manpower Utilization

035 Organization Development

Chapter 2 - PROGRAM MANAGEMENT

Section 1 - Programs

000 General

005 Program Design/Development

010 Program Implementation

015 Program Evaluation

020 Special Programs

025 Program Requirements

030 Long Term Programs

035 Short Term Programs

040 Program Types

045 Social

050 Support

055 Community

060 Chapters

065 Task Force

070 AIDS

075 News Release (See 531110)

Section 2 - Program Funding (See 436000)

000 General

005 Grants (Filed in alphabetical order)

010 Donations (See 436060)

015 Special Funds

020 Donation-in-Kind

025 Program Funds

030 Preparation/Grant Writing (436040) (436005)

035 Reports

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Chapter 3 - INFORMATION SYSTEM AND AUDIOVISUAL MANAGEMENT

Section 1 - Automatic Data Processing and Information Systems

- 000 General
- 005 Data System Development
- 010 Software Standards
- 015 Procurement of ADP Resources
- 020 Reutilization and Sharing
- 025 Data Transmission and Protection
- 030 Data Storage (Off-line)
- 035 Inter-Computer Communications
- 040 Purchasing Hardware (434100/437045)
- 045 Purchasing Software
- 050 Hardware Standards
- 055 Information Storage/Maintenance
- 060 Computer Supplies (434100)
- 065 Software Registration
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Section 2 - Audiovisual Management, General

- 000 General
- 005 Equipment
- 010 Presentation
- 015 Procurement
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Section 3 - Training

- 000 General
- 005 Resources
- 010 In House
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Chapter 4 - SECURITY MANAGEMENT

Section 1 - General (including security regulation of a general nature)

- 000 General
- 005 Records-Clients
- 010 Records-Non paid staff
- 015 Records-Employees
- 020 Records-Studies
- 025 Records-Support Groups
- 030 Program Participant

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- 000 General
- 005 Release of Information
- 010 Release of Information-Employees
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Section 3 - Facilities

- 000 General
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- 010 Equipment
- 015 Keys
- 020 Warranties
- 025 Parking
- 030 Maintenance
- 035 Repair

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Chapter 5 - AWARDS AND RECOGNITION MANAGEMENT

Section 1 - BAHSES Awards

000 General

005 Requirements

010 Cost

015 BAHSES BWMT/MACT Awards

020 Reggie Williams Community Award

025 Calu Lester Award for Community Activism

030 BAHSES-BWMT/MACT Outstanding Service Award

035 BAHSES-BWMT/MACT Award of Excellence

040 Award Nominations

NTFAP/NABWMT Awards (See 712090)

NABWMT Awards (See 711070)

Chapter 6 - FINANCIAL MANAGEMENT (see 414000)

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3. PERSONNEL

Chapter 1 - GENERAL

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- 005 Management
- 010 Staff
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Chapter 2 - PERSONNEL

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- 000 General
- 005 Manpower/Personnel
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- 015 Utilization
- 020 Statistics
- 025 Organizational Staffing and Positions
- 030 Organizational Allowance, Allocations and Ceilings
- 035 Position Codes
- 040 Position Control
- 045 Employee Status Codes
- 050 Statistical Requirements
- 055 Federal Requirements
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Section 2 - Personnel Information

- 000 General
- 005 Personnel Report
- 010 Personnel Records and Files
- 015 Availability of Official Information
- 020 Personnel Forms and Documents
- 025 Processing Personnel Action and Data
- 030 Protection of Privacy and Personnel Records
- 035 Staff Telephone/Roster
- 040 Recommendation

Section 3 - Employment

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- 015 Authority to Select, Discipline, and Terminate
- 020 Probationary Period
- 025 Job Descriptions and Job Requirements
- 030 Position Management
- 035 Career and Career-Conditional Employment
- 040 Temporary Employment
- 045 Recruitment, Selections and Placement (General)
- 050 Candidates Examination
- 055 Temporary Assignment of Employees between Agencies
- 060 Promotion and Internal Placement
- 065 Qualification Requirements (General)
- 070 Qualification Requirements (Medical)
- 075 Part -Time Employment
- 080 Reduction in Force
- 085 Hiring Procedures
- 090 References
- 095 Work Site Health Policies
- 100 Reemployment Rights

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- 105 Restoration to Position
- 110 Intern Program
- 115 Youth and Student Employment Program
- 120 Determining Service Time
- 125 Interview Score Sheet
- 130 Job Announcement-Internal
- 135 Job Announcement-External
 - .01 Expired Job Announcement - Outside Agencies
- 140 Paid Staff
- 145 Non-Paid Staff
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- 035 Incentive Awards
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- 045 Employee Award
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- 010 Abuse Control
- 015 Equal Opportunity
- 020 Drug Abuse/Control
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- 035 Conflict of Interest
- 040 Sexual Harassment
- 045 Career Ladder
- 050 Stress/Burn out Prevention Programs
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- 000 General
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- 010 Hiring
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- 010 Classification under the pay systems
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- 025 Grade and Pay Retention
- 030 Merit Pay and Cash Awards
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- 000 General
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- 010 Alternative Work Schedule
- 015 Premium Pay
 - .01 Disability
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- 025 Paid Leaves - General
- 030 Holidays
- 035 Administrative
- 040 Educational
- 045 Compensatory Time Off
- 050 Sick
- 055 Vacation
- 060 Military
- 065 Jury Duty
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- 075 AWOL
- 080 Death and Funerals
- 085 Conferences and Seminars Attendance
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Section 3 - Personnel Relations and Services (General)

- 000 General
- 005 Labor Relations
- 010 Employee Organization and Activities
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- 020 Voluntary Separations and Reductions in Grade or Pay
- 025 Affirmative Employment Program
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- 040 Political Activity
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- 075 Grievance System
- 080 Union(s)
- 085 Union Representation
- 090 Job Satisfaction

Section 4 - Insurance, Annuities and Retirement Programs

- 000 General
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- 010 Retirement
- 015 Social Security and Social Security Retirement
- 020 Survivors Insurance
- 025 Disability
- 030 Medicare
- 035 Health Care Programs
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- 050 Income Protection
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- 000 General
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Section 2 - Travel and Transportation (General)

- 000 General
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- 020 Continuing Education
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4. FINANCIAL

Chapter 1 - FINANCE

Section 1 - Funds

- 000 General
- 005 Appropriated Funds
- 010 Non-appropriated Funds
- 015 Work for Other Agencies/Reimbursement
- 020 Fund Raising
- 025 Fund Tax Reserve
- 030 Previous FY Funds
- 035 Petty Cash
- 040 Fiscal Year
- 045 Line of Credit
- 050 Finance Report
- 055 Fund Accounts
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Section 2 - Specific Appropriation/Fund Responsibilities

- 000 General
- 005 Multiple Funds
- 010 Fiscal Agent
- 015 Grant Fiscal Management

Section 3 - Banking Services

- 000 General
- 005 Selection of Bank
- 010 Signature Authority
- 015 Bank Charge (Checking)
- 020 Bank Interest (Checking)
- 025 Investment
- 030 Interest from Investment
- 035 Interest from Bank Account
- 040 Checking Account(s)
- 045 Checking
- 050 Savings
- 055 Certificates of Deposit
- 060 Bank Statement
- 065 Deposits

Section 4 - Financial Management

- 000 General
- 005 Accounting
- 010 Budget and Planning
- 015 Monitoring Performance
- 020 Control and Self Assessment
- 025 Cash Management

Chapter 2 - BUDGET

Section 1 - Budgeting

- 000 General
- 005 Appropriation Structure and Language
- 010 Exhibits and Formats
- 015 Budget Execution
- 020 Apportionments/Allocations
- 025 Financial Plans and Operating Budgets
- 030 Budget Mid-year Review/Adjustment

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- 035 Budget Reprogramming
- 040 Budget Review Schedule
- 045 Line Items
- 050 Budget Preparation
- 055 Budget Management
- 060 Operating Budget
 - .01 Regional Program Budget
- 065 Personnel Budget
- 070 Revenue Budget
- 075 Program Budget

Section 2 - Disbursing

- 000 General
- 005 Payroll
- 010 Program Funds
- 015 Reimbursement
- 020 Petty Cash
- 025 Transfer Between Line Items within Budgets
- 030 Disbursing Records, Report and Returns
- 035 Transfer Between Budgets/Funds
- 040 Fund Disbursing

Chapter 3 - APPROPRIATION AND ACCOUNTING

Section 1 - Appropriation, Fund, Cost, and Property Accounting

- 000 General
- 005 Project Accounting
- 010 Fund Accounting
- 015 Allotments and Project Orders
- 020 Cost Accounting
- 025 Cost Classifications
- 030 Cost Center Numbers
- 035 Co-Mingling of Funds
- 040 General Funds
- 045 Non-committed Funds Accounts
- 050 Reserve Fund
- 055 Restricted Assets
- 060 Deferred Charge
- 065 Chart of Accounts

Section 2 - Property Accounting

- 000 General
- 005 Plan Property Accounting
- 010 Minor Property Accounting
- 015 Real Estate-Lease
- 020 Real Estate-Purchase
- 025 Real Estate-Rental
- 030 Inventory
- 035 Depreciation and Amortization
- 040 Capitalization
- 045 Capital Equipment
- 050 Equipment Leasing

Section 3 - Accounting Report and Returns

- 000 General
- 005 Taxes-State/Forms
- 010 Taxes-Federal/Forms
- 015 Taxes-Employees
- 020 Reporting Tax Information
- 025 Project Financial Reports

030 Special Funds Accounting Report
035 FICA
040 Long Term Disability
045 Tax Exempt Forms

Section 4 - Purchasing

000 General
005 Authority
010 Approval
015 Cost Limitation and Control
020 Quantity Orders
025 Joint Orders
030 Vendor Selection
035 Product Specifications
040 Invoice Payments
045 Consulting Service
050 Equipment
055 Services
060 Office Supplies-Non defined
070 Contract Services
075 Postal Service
080 Stamps
085 Supplies
090 Capital Equipment
095 Subscriptions
100 Suppliers/Vendors (for Computers also see 231040/231060) (Venders filed in alphabetical order)
105 Request for Proposals(RFPs)

Section 5 - Accounts Receivable

000 General
005 Accounts Receivable
010 Sales of Organization Material
015 Sales of Organization Services
020 Event Charges
025 Event Supplies
030 Services
035
040 Fund Raisers
045 Indirect
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Section 6 - Grant/Loans/Trusts/ Donations (See 222005)

000 General
005 Grant Writing (222005/222030)
010 Donation Writing
015 Study/Research Funding writing
020 Request for Loan
025 Loan Repayment
030 Loan Account Maintenance
035 Loan Interest
040 Grant Account Maintenance
045 Grant Payment
050 Trusts
055 Bequests
060 Donations/Funds (222010)
065 Proposals/Requests
070 Bids/Requests

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Section 7 - Operating Costs

- 000 General
- 005 Office Rental
- 010 Gas and Electric
- 015 Water
- 020 Garbage
- 025 Telephone Service
- 030 Telephone Charges
- 035 Fax Service
- 040 Fax Charges
- 045 Computer Service (231040)
- 050 Computer Charges (434100)
- 055 Office Furniture
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- 065 Repair Contracts/Warranties
- 070 Office Supplies-Budgeting
- 075 Housekeeping
- 080 Meals
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Chapter 4 - PAYROLL

Section 1 - Pay Administration and Payroll and Labor Accounting

- 000 General
- 005 Signature Authorization
- 010 Tax Withholding
- 015 Labor Accounting
- 020 Payroll Accounting
- 025 Time Sheet Authorization
- 030 Time Sheet Retention
- 035 Pay Authorizations and Controls
- 040 Allowances and Accounts
- 045 Benefit Reserved Funds
- 050 Salary Reserved Funds
- 055 Education Reserved Funds
- 060 Tax Reserved Funds
- 065 Payroll Reserved Funds
- 070 Payroll Codes
- 075 Employee Vacation Advance
- 080 Employee Pay Advance
- 085 Public Employees' Retirement System
- 090 Medicare Coverage
- 095 Credit Union
- 100 United Way
- 105 Survivors' Benefits
- 110 Wage Assignments
- 115 Payroll Garnishments
- 120 Payroll Tax Levies
- 125 Voluntary Life Insurance
- 130 Health Insurance - Kaiser
- 135 Health Insurance - Heals
- 140 Health Insurance - Lifeguard
- 145 Medical Insurance -Principal Mutual Life
- 150 Prescription Drug Plan - Pharmaceutical Card System
- 155 Short-Term Disability Insurance
- 160 Time Sheet
 - .01 Payroll Input Timesheet
- 165 CHOW pay
- 170 Direct Deposit

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175 Payroll Report
180 Paychecks
185 Salary Analysis

Section 2 - Reimbursable Expenses

000 General
005 Travel
010 Per Diem
015 Housing
020 Meals
025 Car Rental
030 Mileage
035 Public Transportation
040 Meeting Expenses
045 Seminar Fees
050 Membership/Dues
055 Subscriptions
060 Donations
065 Prepaid Expenses
070 Shift Premium
075 Uniform
080 Administrative Time
085 Program Expense

Section 3 - Buy Back

000 General
005 Vacation
010 Sick Leave
015 Health Benefits
020 Deductible Health Benefits
025 Holiday
030 Comptime

Section 4 - Board of Directors

000 General
005 Training
010 Meetings
015 Reimbursement
020 Selection
025 Term of Office
030 Fund Control

Section 5 - Payables

000 General
005 Freight and Shipping
010 Legal Services
015 Awards
020 Labor
025 Professional Services
030 Technical Services
035 Program Refreshments
040 Indirect Charges
045 Membership

Chapter 5 - AUDITS

Sections 1 - Auditing

000 General
005 Reviews and Surveys Conducted by Grant Oversight Committee (GOC)
010 Reviews and Surveys Conducted by NABWMT Board

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- 015 Internal Audit
- 020 External Audit
- 025 Audit Schedule
- 030 Internal Audit Report
- 035 Periodic
- 040 Continuous and Project Management
- 045 Disbursing
- 050 Systems Development
- 055 Special
- 060 Multi-Location and Coordination
- 065 Management Consulting
- 070 Fund Audit

Section 2 - Contract Auditing

- 000 General
- 005 Contract Audit Program
- 010 Contract Audit Report
- 015 Progress and Statistical Reporting
- 020 Contract and Special Financing

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5. PROGRAM-BAHSES-BWMT/MACT

Chapter 1 - REGIONAL OPERATIONS

Section 1 - Operations

000 General

005 Meeting/Minutes (BOD Meeting/Minutes, See 117025)

.01 Retreat Minutes

.02 1989

.03 1990

.04 1/91 - 6/91

.05 7/91 - 12/91

.06 1/92 -

010 Program/Planning

.01 Homophobia

015 Funds Development

020 Contracts/Memorandum of Understanding

.01 Financial

.02 1991 Folsom St. Fair

.03 Bar Contact Contract

025 Schedules

030 Training/Workshops

035 Marketing

040 Reports

045 Evaluation/Program

050 Finance (See 519000)

055 Administration/Personnel

060 Evaluations

065 Health Information (See 560000)

070 Support Staff

075 Statistical Reports

080 Brochure

.01 N. W. AIDS Foundation

085 Resume

090 BAHSES-BWMT/MACT Stationary/Logo

.01 SWAT

.02 Relapse

.03 Post Labels

095 Surveys

100 Manuals

105 Staff Skills Evaluation/Resource Bank

110 Mailing List

115 Outreach Plan

120 Correspondence/Memo

125 News Release

130 Office

135 Legal Referral Service

140 Activities and Events

145 Supplies (see 434100)

150 Advertising/Ads

155 Educational Supplies

160 Conventions

165 Agency Procurement

170 Quality Assurance

175 Newsletter

.01 Dec. '91

.02 Jan. '92

.03 Feb. '92

.04 Mar. '92

.05 Apr. '92

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[illegible]

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- .06 May '92
- .07 June '92
- .08 July '92
- .09 Aug. '92
- .10 Sept. '92
- .11 Oct. '92
- .12 Nov. '92
- .13 Dec. '92

- 180 Statement of Client's Rights
- 185 Client's Grievance
- 190 Client Information (See 241005/242015)
- 195 Community Partnership

Section 2 - Education

- 000 General
- 005 Meeting/Minutes
- 010 Program Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
 - .01 Substance Abuse
 - .02 Safe Sex
 - .03 Hot, Horny, and Healthy
- 035 Facilitator Roster
- 040 Reports
- 045 Evaluation Program
- 050 Workshop Format
 - .01 Facilitator
 - .02 Leadership
 - .03 Safer Sex
 - .04 SWAT
 - .05 Relapse
- 055 Workshop Information (See also 562005)
- 060 Evaluations
- 065 Health Information
- 070 Community Outreach Workers
- 075 Educational Supplies (See also 562005)
- 080 Advertising/Ads
- 085 Project
- 090 Correspondence/Memo

Section 3 - Support Services

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
 - .01 "Should I be Tested?"
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
 - .01 HIV(-)
 - .02 HIV(+)
- 035 Facilitator Roster
- 040 Reports
- 045 Workshop
- 050 Program
 - .01 HIV (-)
 - .02 HIV(+)
- 055 Consent

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- 060 Brochure
- 065 Evaluation
- 070 Supplies
- 075 Tele-care
- 080 Support Groups
 - .01 HIV (-)
 - .02 HIV (+)
- 085 Health Intervention
- 090 Advertising/Ads
- 095 Correspondence
- 100 Transportation
- 105 Certificates

Section 4 - Support Staff (See 323145)

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
 - .01 Big Sir Fund Raiser
 - .02 Best of BAHSES
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Skills Assessment
- 060 Supplies
- 065 Advertising/Ads
- 070 Correspondence/Memo
- 075 Volunteer Recruitment
- 080 Athletic Club/Wellness

Section 5 - Media/Events

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Graphics Training Aids
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Media
- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Supplies
- 060 Events
- 065 Advertising/Ads
- 070 Correspondence/Memo
- 075 Press Release
- 080 Newsletter

Section 6 - Research and Information

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules

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- 030 Training
- 035 Archives (See 211035)
- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Supplies
- 060 HIV Information (See 600000)
- 065 Survey - Programs
- 070 Survey - Clients
- 075 Reports
- 080 Assignments
- 085 Advertising/Ads
- 090 Correspondence/Memo
- 095 Survey

Section 7 - Quality Assurance and Training

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Archives (See 211035)
- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Supplies
- 060 HIV Information (See 600000)
- 065 Survey - Programs
- 070 Survey - Clients
- 075 Reports
- 080 Assignments
- 085 Advertising/Ads
- 090 Correspondence/Memo

Section 8 - Information Systems (See 231000)

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Archives (See 211035)
- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Supplies
- 060 HIV Information (See 600000)
- 065 Survey - Programs
- 070 Survey - Clients
- 075 Reports
- 080 Assignments
- 085 Advertising/Ads
- 090 Correspondence/Memo

Section 9 - Agency Finance (See 434000)

- 000 General
- 005 Meeting/Minutes

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- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Archives (See 211035)
- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Supplies
- 060 HIV Information (See 600000)
- 065 Survey - Programs
- 070 Survey - Clients
- 075 Reports
- 080 Assignments
- 085 Advertising/Ads
- 090 Billing/Invoice
- 090 Correspondence/Memo

Chapter 2 - WEST BAY OPERATIONS

Section 1 - Operations

- 000 General
- 005 Meeting/Minutes
 - .01 Support Groups
- 010 Program/Planning
 - .01 SWAT
 - .02 Oral Sex
- 015 Administration/Personnel
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
 - .01 Facilitator
- 035 Training/Quality Assurance
- 040 Reports
- 045 Evaluation Program
 - .01 Safe Sex
 - .02 Workshop
- 050 Support Staff
- 055 Finance
- 060 Evaluations
- 065 Health Information
- 070 Resume
- 075 BAHSES-BWMT/MACT Stationary/Logo
 - .01 SWAT Badge
 - .02 SWAT Intro Card
- 080 Advertising/Ads
- 085 Manuals
- 090 Staff Skills Evaluation/Resource Bank
- 095 Mailing List
- 100 Outreach Plan
- 105 Correspondence/Memo
- 110 News Release
- 115 Client Rights
- 120 Office
- 125 Legal Referral Service
- 130 Activities and Events
- 135 Supplies
- 140 Community Outreach Workers
- 145 Educational Supplies

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Section 2 - Education

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Evaluation Program
- 050 Workshop Format
 - .01 For the Bars
 - .02 For the Baths
 - .03 HIV is a manageable Disease
 - .04 Hot, Horny, and Healthy
 - .05 Mini Safer-Sex
- 055 Workshop Information
- 060 Evaluations
- 065 Health Information
- 070 Community Outreach Workers
- 075 Educational Supplies
- 080 Correspondence/Memo

Section 3 - Support Services

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
 - .01 Support Groups
 - .02 Non Paid Staff
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Workshop
- 050 Evaluation Program
- 055 Consent Form
- 060 Brochure
- 065 Evaluation
- 070 Supplies
- 075 Tele-care
- 080 Support Groups
- 085 Intervention
- 090 Advertising/Ads
- 095 Correspondence/Memo
- 100 Transportation
- 105 Certificates

Section 4 - Media/Events

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster

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- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Supplies
- 060 Advertising/Ads
- 065 Correspondence/Memo

Section 5 - Support Staff (See 323145)

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Skills Assessment
- 060 Supplies
- 065 Advertising/Ads
- 070 Correspondence/Memo
- 075 Non Paid Staff

Chapter 3 - EAST BAY OPERATIONS

Section 1 - Operations

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Administration/Personnel
- 020 Contracts/Memorandum of Understanding
 - .01 AIDS Health Project
 - .02 Conference Grant
 - .03 Brenda Crawford
 - .04 NTFAP
 - .05 Temporary Help
- 025 Schedules
- 030 Training
 - .01 Workshop Facilitator Training
- 035 Training/Quality Assurance
- 040 Reports
 - .01 Education
 - .02 Partnership
 - .03 Support Groups
 - .04 Activity 1989-1990
- 045 Evaluation Program
- 050 Support Staff
- 055 Finance
- 060 Evaluations
- 065 Health Information
- 070 Resume
- 075 BAHSES-BWMT/MACT Stationary/Logo
- 080 Advertising/Ads
- 085 Manuals
- 090 Staff Skills Evaluation/Resource Bank
- 095 Mailing/ Telephone Lists
- 100 Outreach Plan
- 105 Correspondence

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.01 Memos

- 110 News Release
- 115 Client Rights
- 120 Office
- 125 Legal Referral Service
- 130 Activities and Events
- 135 Supplies
- 140 Community Outreach Workers
- 145 Educational Supplies

Section 2 - Education

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Evaluation Program
- 050 Workshop Format
- 055 Workshop Information
- 060 Evaluations
- 065 Health Information
- 070 Community Outreach Workers
- 075 Educational Supplies
- 080 Correspondence/Memo

Section 3 - Support Services

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Workshop
- 050 Evaluation Program
- 055 Consent Form
- 060 Brochure
- 065 Evaluation
- 070 Supplies
- 075 Tele-care
- 080 Support Groups
- 085 Intervention
- 090 Advertising/Ads
- 095 Correspondence/Memo
- 100 Transportation
- 105 Certificates

Section 4 - Media/Events

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules

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030 Training
035 Facilitator Roster
040 Reports
045 Evaluation Program
050 Evaluation
055 Supplies
060 Correspondence/Memo

Chapter 4 - SOUTH BAY OPERATIONS

Section 1 - Operations

000 General
005 Meeting/Minutes
010 Program/Planning
015 Administration/Personnel
020 Contracts/Memorandum of Understanding
025 Schedules
030 Training
035 Training/Quality Assurance
040 Reports
045 Evaluation Program
050 Support Staff
055 Finance
060 Evaluations
065 Health Information
070 Resume
075 BAHSES-BWMT/MACT Stationary/Logo
080 Advertising/Ads
085 Manuals
090 Staff Skills Evaluation/Resource Bank
095 Mailing List
100 Outreach Plan
105 Correspondence/Memo
110 News Release
115 Client Rights
120 Office
125 Legal Referral Service
130 Activities and Events
135 Supplies
140 Community Outreach Workers
145 Educational Supplies

Section 2 - Education

000 General
005 Meeting/Minutes
010 Program/Planning
015 Facilitator Certification
020 Contracts/Memorandum of Understanding
025 Schedules
030 Training
035 Facilitator Roster
040 Reports
045 Evaluation Program
050 Workshop Format
055 Workshop Information
060 Evaluations
065 Health Information
070 Community Outreach Workers
075 Educational Supplies
080 Correspondence/Memo

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Section 3 - Support Services

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Workshop
- 050 Evaluation Program
- 055 Consent Form
- 060 Brochure
- 065 Evaluation
- 070 Supplies
- 075 Tele-care
- 080 Support Groups
- 085 Intervention
- 090 Advertising/Ads
- 095 Correspondence/Memo
- 100 Transportation
- 105 Certificates

Section 4 - Media/Events

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Supplies
- 060 Correspondence/Memo

Chapter 5 - NORTH BAY OPERATIONS

Section 1 - Operations

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Administration/Personnel
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Training/Quality Assurance
- 040 Reports
- 045 Evaluation Program
- 050 Support Staff
- 055 Finance
- 060 Evaluations
- 065 Health Information
- 070 Resume
- 075 BAHSES-BWMT/MACT Stationary/Logo
- 080 Advertising/Ads

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- 085 Manuals
- 090 Staff Skills Evaluation/Resource Bank
- 095 Mailing List
- 100 Outreach Plan
- 105 Correspondence/Memo
- 110 News Release
- 115 Client Rights
- 120 Office
- 125 Legal Referral Service
- 130 Activities and Events
- 135 Supplies
- 140 Community Outreach Workers
- 145 Educational Supplies

Section 2 - Education

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Evaluation Program
- 050 Workshop Format
- 055 Workshop Information
- 060 Evaluations
- 065 Health Information
- 070 Community Outreach Workers
- 075 Educational Supplies
- 080 Correspondence/Memo

Section 3 - Support Services

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Workshop
- 050 Evaluation Program
- 055 Consent Form
- 060 Brochure
- 065 Evaluation
- 070 Supplies
- 075 Tele-care
- 080 Support Groups
- 085 Intervention
- 090 Advertising/Ads
- 095 Correspondence/Memo
- 100 Transportation
- 105 Certificates

Section 4 - Media/Events

- 000 General
- 005 Meeting Minutes

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- 010 Program Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Supplies
- 060 Correspondence/Memo

Chapter 6 - PROGRAM INFORMATION FOR TARGETED POPULATIONS

Section 1 - Targeted Information

- 000 General - (See 511065)
- 005 Prisons
- 015 African American Community
- 020 Asian/Pacific Islanders
- 025 Native Americans
- 030 Latino
- 035 Trans Genders
- 040 Substance Abuse (See 563000)
 - .01 Needle Exchange
- 045 People of Color
- 050 Euro American
- 055 Women
- 060 Children/Teenage
- 065 Physically Challenge
- 070 Aged
- 075 Bisexual
- 080 Gay
- 085 Men who have sex with men
- 090 Sex Clubs
- 095 Gay/Lesbian Relationships
- 100 Military
- 105 College
- 110 Law Enforcement Issues (See also 561155)
- 115 Church
- 120 Lesbians
- 125 Homeless
- 130 Immigration
- 135 Girth and Mirth
- 140 Political
- 145 Heterosexuals
- 150 Health/Life Insurance
- 155 Hospice
- 160 Ethics and AIDS
- 165 AIDS & Economics
- 170 Practical Support for HIV/AIDS
- 170 Social Security
- 180 Pets
- 185 Violence/Domestic Violence
- 190 Wills/Estates
- 195 Prostitution(see 561225)
- 200 Media/Advertising/etc.
- 205 Theatre, Movie, Drama, TV, Music
- 210 FDA
- 215 Funding
- 220 Sports

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225 Sex Industry/Prostitution (see 561195)
230 AIDS Activism (see also Political 561140)
235 Medical/Dental
240 Mental Care/Support
245 Taxes

Section 2 - Workshop/Information

000 General
005 Sexual Aids (See also, 512075/512055)
010 Sexual Statistics
015 Loss and Grief
020 Suicide
025 Co-Dependency
030 Disease Information
035 Longtime Survivors
040 HIV/AIDS
045 Sexual Information
050 Child Abuse
055 HIV testing/HIV testing for Progression
060 AIDS Transmission
065 AIDS Discrimination
070 Sexually Transmitted Diseases(STD)

Section 3 - Substance Abuse Groups (561040)

000 General
005 Youth
010 Adults

Section 4 - International AIDS Services

000 General
005 Soviet
010 Europe
015 Africa
020 China/Asia/Pacific Islander
025 Puerto Rico/Caribbean
030 Mexico/Latin America
035 Middle East
040 Thailand
045 South America
050 Eastern Europe
055 Australia

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6. RESEARCH PROGRAMS

Chapter 1 - AIDS TREATMENT OPTIONS

Section 1 - Approved/Non-approved Treatments (Please see general file for further information on the following sub categories) - (Also, see 114015 Project Inform)

000 General
005 Acyclovir
010 AL 721
015 Aloe (Carrisyn)
020 Ampligen
025 Antabuse (Disulfiram)
030 Aspirin (Anti-inflammatories)
035 Auto-vaccination
040 AZDU (Azidouridine, CS-87)
045 AZT (Retrovir, Zidovudine) (See also 611455)
050 Bactrim (Septra, TMP-SMX, Co-trimoxazole)
055 BHT
060 Bone Marrow Transplants (See also 612145)
065 Recombinant CD4
070 Cimetidine (Tagamet)
075 Coenzyme Q10
080 Combination Therapies
085 Compound Q (GLQ 223, Tricliosanthin)
090 DDC (HIVID) (See also 611455)
095 DDI (See also 611455)
100 DHEA (EL 10)
105 DHPG (Gancyclovir, Cytovene)
110 DNCB
115 DTC (Imuthiol)
120 DPA (D-Penacillamine)
125 Dapsone
130 Dextran Sulfate
135 EPO (Erythropoietin)
140 Fansidar
145 Fluconazole
150 Foscarnet (Foscavir)
155 Fusidin
160 Gamma Globulin
165 Glutathione (NAC)
170 HOE/BAY 964
175 Hydrocortisone
180 Hypericin (St. John's Wort)
185 Hyperthermia
190 Immunotoxin
195 Imreg 1
200 Interferon - Alpha
205 Interferon - Beta
210 Interferon - Oral
215 Interlukins
220 Isoprinosine
225 Lentinan (Shitake)
230 Leucovorin
235 Megace
240 Monolaurin
245 Naltrexone
250 Octreotide
255 Ozone Therapy
260 Passive Immunotherapy (PATH)
265 PCP Prophylaxis

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270 Pentamidine
275 Peptide T
280 Persantine (Dipyridamole)
285 Prosorba Column
290 Ribavirin (Vilona)
295 Rifabutin (Ansamycin)
300 Roxithromycin
305 Salk Polio Vaccine
310 Sandostatin
315 Spiramycin
320 Suramin
325 Transfer Factor
330 Trimetrexate
335 Nutrition & AIDS
340 Ditiocarb
345 Tat Inhibitors, Protease Inhibitors
 .01 BI-RG 587
 .02 Ro 24-7429
 .03 L-229
 .04 L-661
 .05 TIBO
350 HPMPC
355 Marinol
360 AIDS Vaccube
365 Dronabinol
370 Plasma
375 NAC (n-acetylcysteine)
380 Placebos
385 SP-PG/AGM-1470
390 TP5
395 Flourouricil
400 Pentoxifylline(Blood Clotting Agent)
405 VP-16
410 Itraconazole
415 Mycobacterium-Avium
420 Mexiletine
425 Licorice, Glycyrrhizin
430 Colostrum Whey (Hyperimmune milk)
435 ddA (See also 611455)
440 Reiki
445
450 Melanin
455 Nucleosides (AZT-see 611045, ddA-see 611435, ddC-see 611090, ddI-see 611095)
 (Also includes D4T, 3TC, FLT,)
460
465 Chemotherapy
470 Cortisol
475
480 Clarithromycin
485 Anti Protozoal (BW566)

Section 2 - Alternative Treatments (Please see general file for further information on the following sub categories) - (Also, see 114015 Project Inform)

000 General

005 Funding

010 Studies

015 Protocols:

 Robert Jaffe

 Scott Gregory O.M.D.

 Keith Barton, M.D.

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- 020 Acupuncture
- 025 Ayurveda
- 030 Holistics
- 035 Homeopathy
- 040 Macrobiotics
- 045 Mind/Body
- 050 Spirituality
- 055 Yoga
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- 090 Garlic
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- 035 UCSF
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- 060 Childrens' Hospital/SF
- 065 Stanford University
- 070 Veterans Administration
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- 035 Focus (AIDS Health Project) See also AHP 114005
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025 Gay Men's Health Center Newsletter (New York)(see also 114015)

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 - .01 Cultural Sensitivity Forum
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- 055 By Laws/Operations Manuals
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- 000 General
- 005 Newsletter
- 010 Correspondence
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- 030 Minutes/Meetings
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- 015 Report
- 020 Finance
- 025 Membership
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- 015 Report
- 020 Finance
- 025 Membership
- 030 Minutes
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- 040 AIDS Programs
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Section 3 - BWMT Cleveland

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- 010 Correspondence
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- 020 Finance
- 025 Membership
- 030 Minutes
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- 040 AIDS Programs
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Section 4 - BWMT Youngstown

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- 005 Newsletter
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- 015 Report
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Section 5 - BWMT Kansas City

- 000 General
- 005 Newsletter
- 010 Correspondence
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Section 8 - BWMT Detroit

- 000 General
- 005 Newsletter
- 010 Correspondence
- 015 Report
- 020 Finance
- 025 Membership
- 030 Minutes
- 035 Convention
- 040 AIDS Activities/Programs
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Section 8 - BWMT Pittsburg

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- 025 Membership
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BAHSES - BWMT/MACT Policy and Procedure Manual

111000 Policy and Procedures

Approved BAHSES-BWMT/MACT Policies and Procedures will take precedence over National Task Force on AIDS Preventions Policies and Procedures. BAHSES can issue policies and procedures in areas where the NABWMT's policies and procedures have not taken a position or addressed the issue.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED: Board Of Directors

BY: Executive Director
REVISED: June 25, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

111005 Purpose and Intent of Manual

1. This manual contains the personnel policies and procedures of Bay Area HIV Support and Emotional Services, a project of the Black White Men Together San Francisco and Bay Area/Men of All Color Together Greater Bay Area. The manual is designed as a useable handbook for all agency paid, non paid staff and the Board of Directors.
2. The Policy and Procedures are intended to:
 - a. Establish and maintain uniform work rules and regulations.
 - b. Maintain an affirmative policy of equal opportunity.
 - c. Define the responsibilities of employees.
 - d. Define responsibilities of employer.
 - e. Provide for equitable compensation and treatment of all Agency employees to the extent possible.
3. A copy of this manual will be kept by the Executive Director in all BAHSES offices. The manual is available to staff.
4. It is the intent of the BAHSES-BWMT/MACT to be in compliance with all Federal, State, and Local labor laws applicable to any employee. Where provisions of this policy are in conflict with such regulations of legislation, the requirements of the regulations and/or legislation will be met.

ISSUED: July 29, 1991
REVIEW: July 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED: June 3, 1992

BAHSES - BWMT/MACT Policy and Procedure Manual

111005 Purpose and Intent of Manual

1. This manual contains the personnel policies and procedures of Bay Area HIV Support and Emotional Services , a project of the Black White Men Together San Francisco and Bay Area/Men of All Color Together Greater Bay Area. The manual is designed as a useable handbook for all agency paid, non paid staff.
2. The Board of Directors Policy and Procedures are intended to:
 - a. Establish and maintain uniform work rules and regulations.
 - b. Maintain an affirmative policy of equal opportunity.
 - c. Define the responsibilities of employees.
 - d. Define responsibilities of employer.
 - e. Provide for equitable compensation and treatment of all Agency employees to the extent possible.
3. A copy of this manual will be kept by the Executive Director in all BAHSES offices. The manual is available to staff.
4. It is the intent of the BAHSES-BWMT/MACT to be in compliance with all Federal, State, and Local labor laws applicable to any employee. Where provisions of this policy are in conflict with such regulations or legislation, the requirements of the regulations and/or legislation will be met.

ISSUED: July 29, 1991
REVIEW: July 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

111010 Authority to Sign Contracts/MOUs

The Executive Director is the only person who can sign and enter into contracts and Memorandums of Understanding on behalf of BAHSES.

ISSUED: July 18, 1991
REVIEW: July 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED: June 4, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

111010.01 Authority

1. Personnel policies and procedures as set forth in this manual, are subject to the approval of the Board of Directors BAHSES-BWMT/MACT. The Operations Director, in consultation with the Executive Director has the responsibility for developing and implementing such procedures and for directing and administering them. The Executive Director may delegate any part of these responsibilities. Managers and Supervisors at all levels are responsible for administering these procedures in a consistent and impartial manner.
2. The BAHSES Board, Directors, Managers, and Operation Director welcome staff suggestions and questions as valued contributions toward clarification revision of these policies and procedures.

111010.01 Lines of Authority for Management

The following lines of authority are established for BAHSES-BWMT/MACT:

- Executive Director
- Program Director-Support Services
- Program Director-Education
- Operations Manager
- Area Director-BAHSES-East
- Area Director-BAHSES-West
- Program Coordinator-Education-BAHSES-East
- Program Coordinator-Education-BAHSES-West

ISSUED: July 29, 1991
REVIEW: July 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED: January 16, 1992

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

111015 Revisions and Additions

1. Changes and/or additions to this manual will be made in order to revise and/or update policies and procedures. All such changes and/or additions must be recommended by the Executive Director and approved by the Board of Directors before becoming effective.
2. All employees will be given the opportunity to review and comment on such changes and/or additions prior to their being presented to the BAHSES Board of Directors for approval.

ISSUED: July 29, 1991
REVIEW: July 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604

BAHSES MEMORANDUM



BAHSES
TO SERVE OUR COMMUNITIES

October 18, 1991

TO: DISTRIBUTION

FR: Lee Y. Woo, Executive Director

RE: BAHSES ORGANIZATION CHART UPDATE

Please find attached updated copies of BAHSES organization chart that follow the current agency job classification series for your review and information.

Attachments:

DISTRIBUTION:

NTFAP (3)
EACH
GOC/NABWMT (5)
BOD BAHSES (6)
PPM (3) 5110/5210/5310

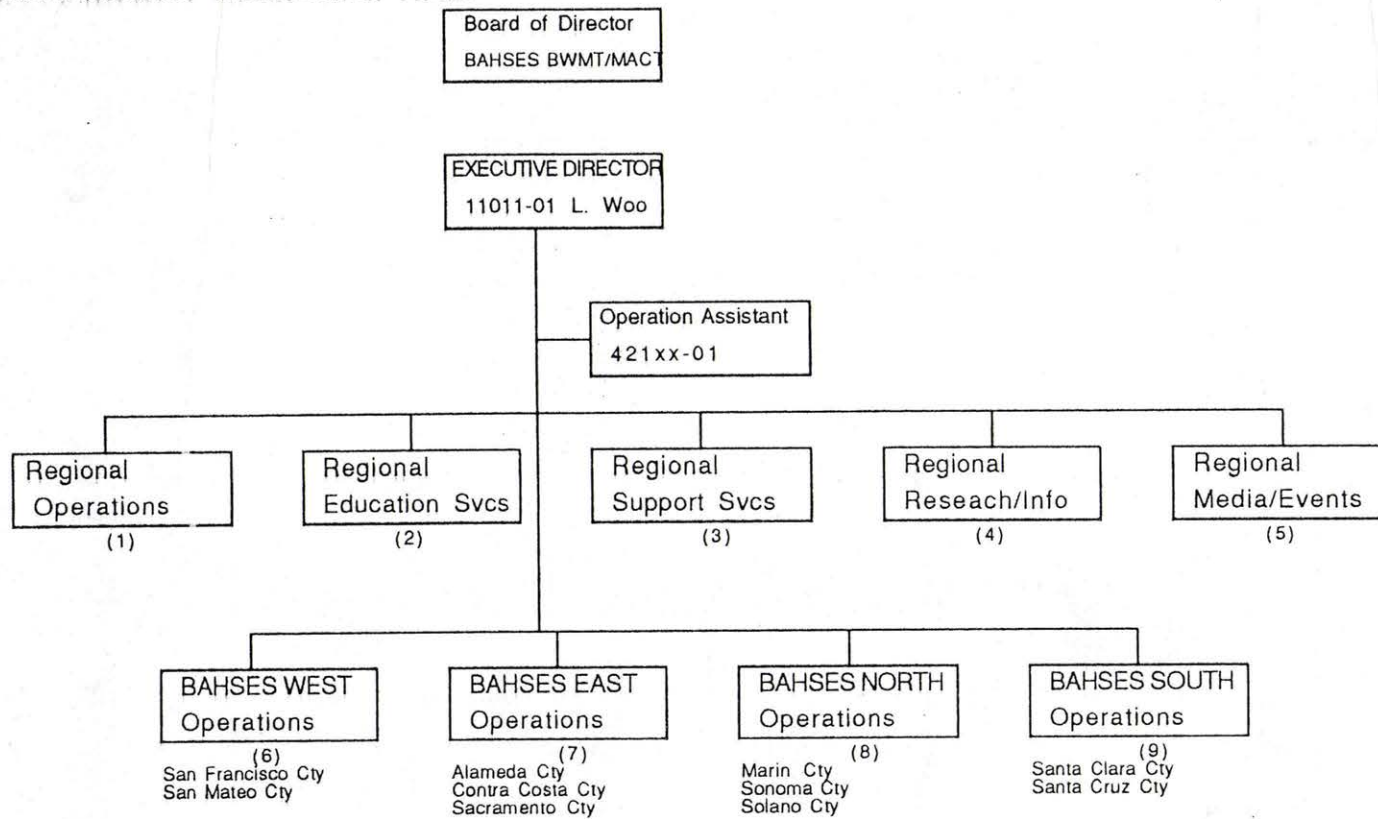
112015



POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES-BWMT/MACT ORGANIZATION CHART

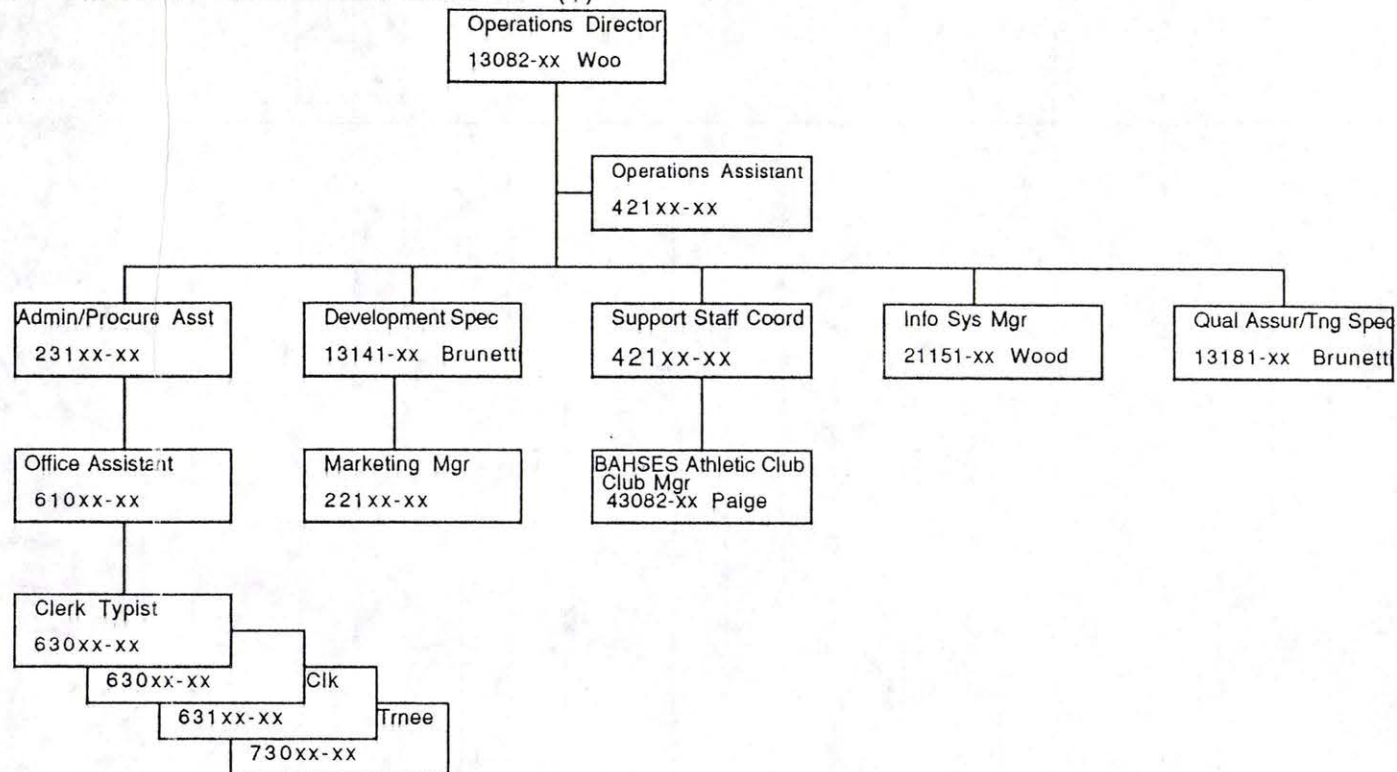


Regional Organization Chart
112015
10/91

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES-BWMT/MACT ORGANIZATION CHART (1)

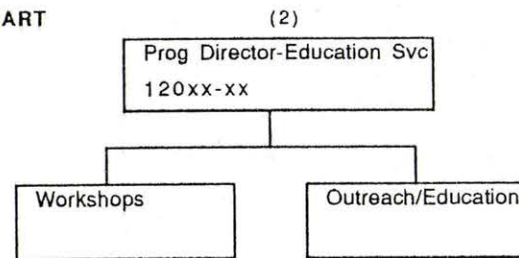


Regional Operations
112015
10/91

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES-BWMT/MACT ORGANIZATION CHART



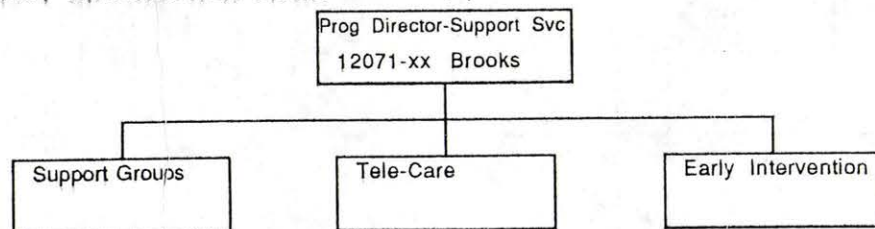
Regional Education Services
112015
10/91

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES-BWMT/MACT ORGANIZATION CHART

(3)



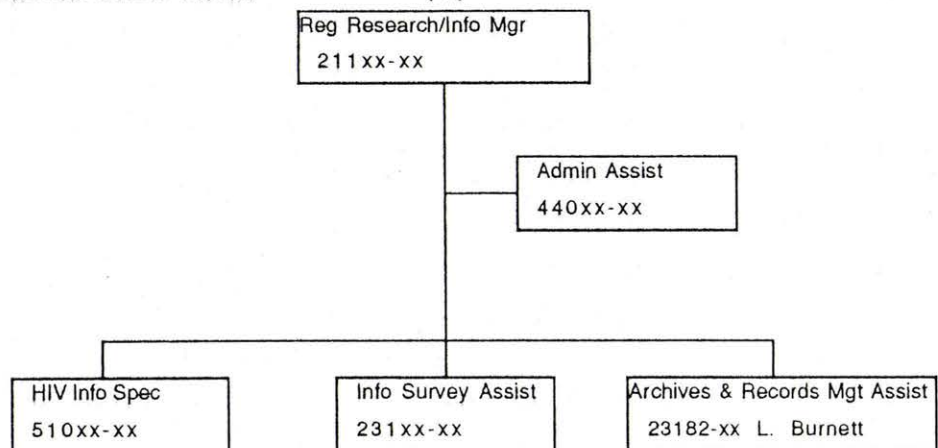
Regional Support Services
112015
10/91

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES-BWMT/MACT ORGANIZATION CHART

(4)



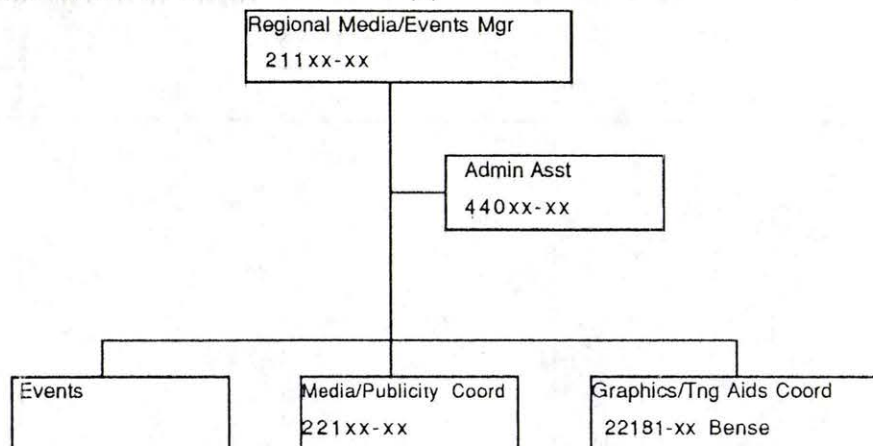
Regional Research/Information
112015
10/91

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES-BWMT/MACT ORGANIZATION CHART

(5)

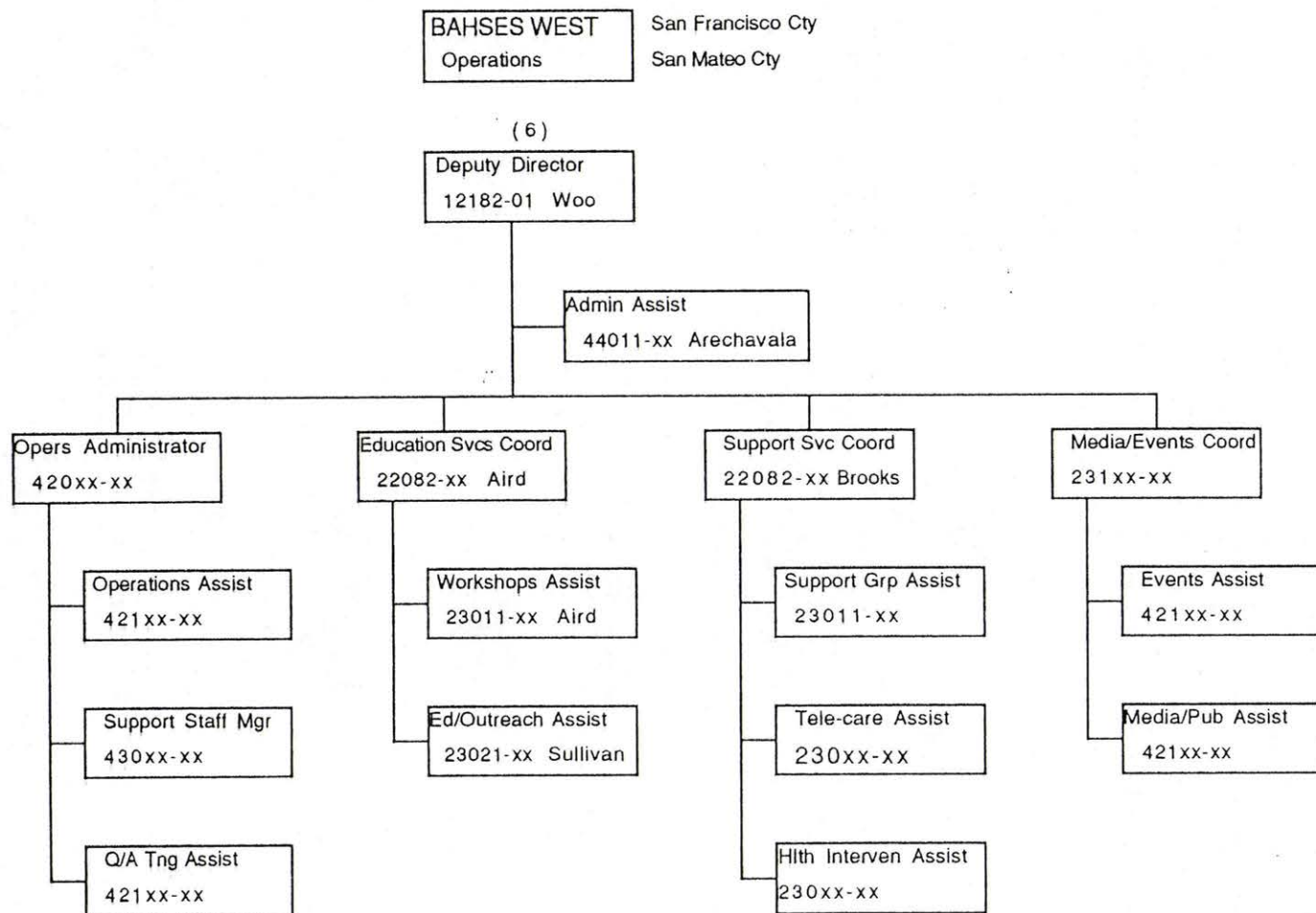


Regional Media/Events
112015
10/91

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

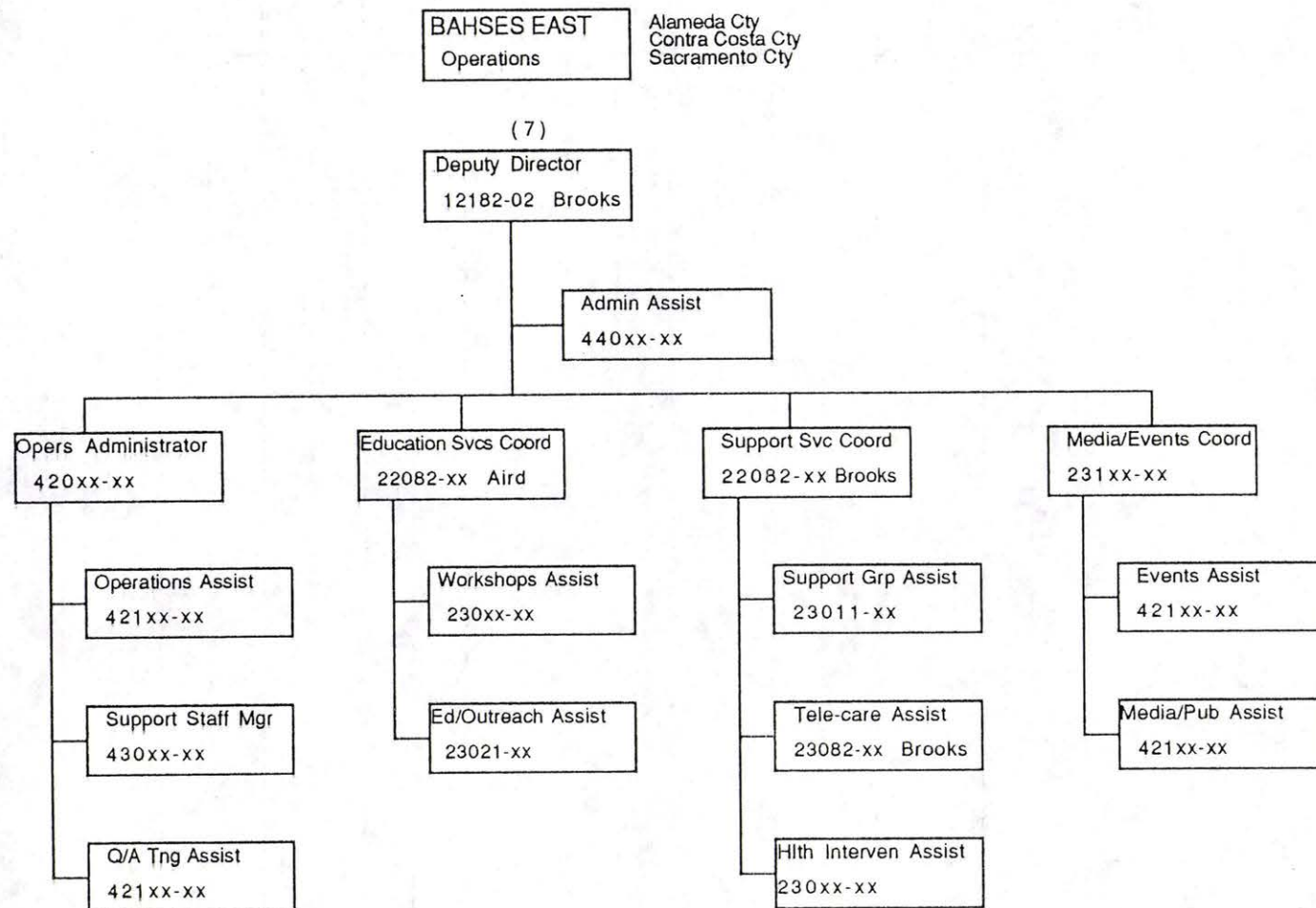
BAHSES-BWMT/MACT ORGANIZATION CHART



POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES-BWMT/MACT ORGANIZATION CHART

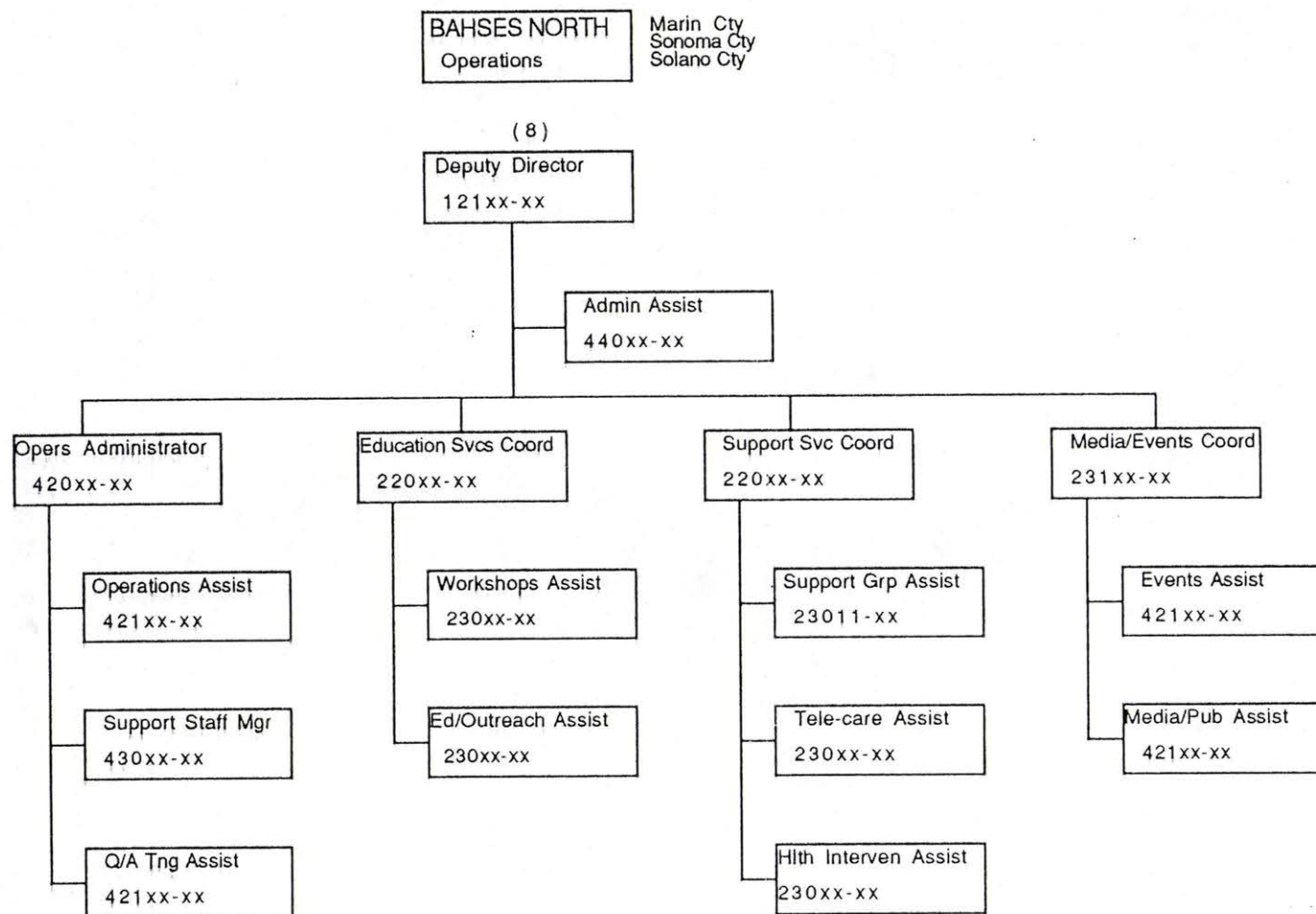


BAHSES EAST
112015
10/91

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES-BWMT/MACT ORGANIZATION CHART

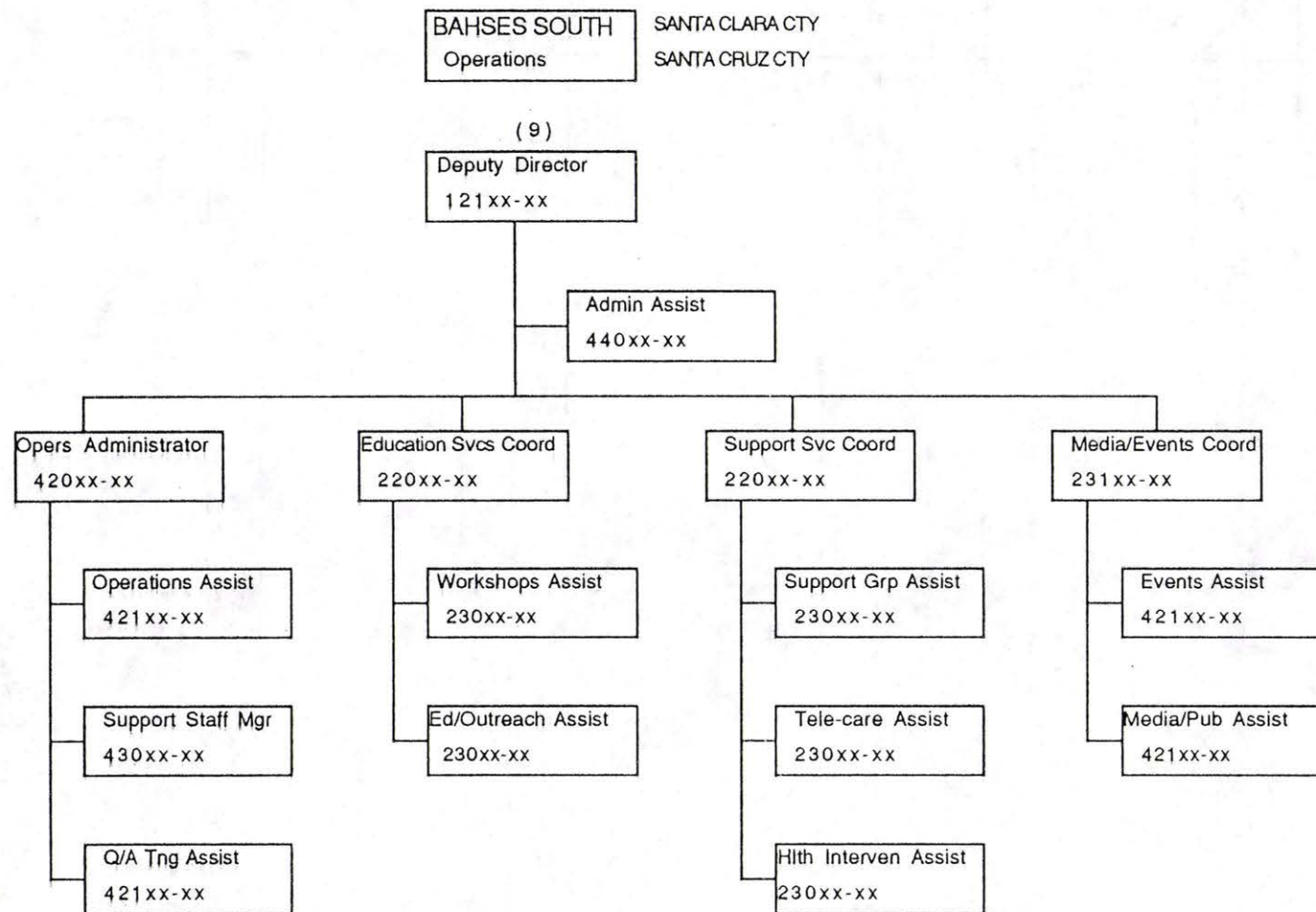


BAHSES NORTH
112015
10/91

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES-BWMT/MACT ORGANIZATION CHART



BAHSES SOUTH
112015
10/91

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

112015 BAHSES-BWMT/MACT Organization

The BAHSES-BWMT/MACT Departments with cost centers (cc) are as follows:

Regional Operations

- 5110 Operations
- 5111 Regional Personnel/Administration
- 5112 Regional Development
- 5113 Agency Finance
- 5114 Agency Procurement
- 5115 Regional Information System
- 5116 Regional Marketing
- 5117 Regional Quality Assurance Training
- 5120 Regional Education
- 5121 Regional Workshop
- 5122 Regional Education
- 5123 Regional Outreach
- 5130 Regional Support Services
- 5131 Regional Support Groups
- 5132 Regional Tele-Care
- 5133 Regional Health and Intervention
- 5141 BAHSES Athletic Club
- 5140 Regional Support Staff
- 5150 Regional Media/Events
- 5151 Regional Events
- 5152 Regional Media/Publicity
- 5153 Regional Graphic/Training Aids
- 5160 Regional Research and Information
- 5161 HIV Information
- 5162 Information Surveys
- 5163 Agency Archives & Records Mgt

West Bay Area Operations

- 5210 Operations
- 5211 Administration
- 5212 Support Staff
- 5213 Training Quality Assurance
- 5220 Education
- 5221 Workshops
- 5222 Education
- 5223 Outreach
- 5230 Support Services
- 5231 Support Groups
- 5232 Tele-Care
- 5233 Health and Intervention
- 5240 Media/Events
- 5241 Events
- 5242 Media/Publicity

East Bay Area Operations

- 5310 Operations
- 5311 Administration
- 5312 Support Staff
- 5313 Training Quality Assurance
- 5320 Education
- 5321 Workshops
- 5322 Education
- 5323 Outreach

ISSUED: April 16, 1991

REVIEW: April 1992

APPROVED: Board of Directors

BY: Regional Director

REVISED: October 21, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

- 5330 Support Services
- 5331 Workshops
- 5332 Tele-Care
- 5333 Health and Intervention
- 5340 Media/Events
- 5341 Events
- 5342 Media/Publicity

South Bay Area Operations

- 5410 Operations
- 5411 Administration
- 5412 Support Staff
- 5413 Training Quality Assurance
- 5420 Education
- 5421 Workshops
- 5422 Education
- 5423 Outreach
- 5430 Support Services
- 5431 Support Groups
- 5432 Tele-Care
- 5433 Health and Intervention
- 5440 Media/Events
- 5441 Events
- 5442 Media/Publicity

North Bay Area Operations

- 5510 Operations
- 5511 Administration
- 5512 Support Staff
- 5513 Training Quality Assurance
- 5520 Education
- 5521 Workshops
- 5522 Education
- 5523 Outreach
- 5530 Support Services
- 5531 Support Groups
- 5532 Tele-Care
- 5533 Health and Intervention
- 5540 Media/Events
- 5541 Events
- 5542 Media/Events

- 7710 NTFAP/NABWMT
- 7111 NTFAP Quilt/Names Project
- 7210 BWMT/SFBA
- 7310 MACT-GBA

- 1140 Gay Men of Color Consortium
- 1141 EACH
- 1142 R2T2

ISSUED: April 16, 1991
REVIEW: April 1992
APPROVED: Board of Directors

BY: Regional Director
REVISED: October 21, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

112030 Bay Area HIV Support and Education Service Month

The month of April is designated as BAHSES month. This is a time when BAHSES honors its staff and supporters.

The month should be filled with activities that highlight previous years accomplishments to honor those who participated in new and old events in collaboration with the Bay Area communities. Three activities that will be included are education events and activities, a social event, and awards ceremony.

The program is the responsibility of the senior programs coordinators/managers.

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

112040 Five/Ten Year Plans

The BAHSES-BWMT/MACT five and ten year business and program plans need to be reviewed annually to assure the project is on target. If changes have occurred, they should be noted in the annual review and the five and/or ten year plan should reflect the changes. Board and staff will participate in the plan development, and it will be approved by the Board.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED: June 25, 1991

**POLICY AND PROCEDURE REVIEW
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BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

112045 BAHSES-BWMT/MACT Retreats

BAHSES-BWMT/MACT staff will attend an annual retreat. Retreats are open to all staff, paid and non-paid, and the Board of Directors. The purpose of the retreat is to review the year's programs, to plan next years events, and deal with organizational issues. The retreat should be held away from the work site, over a weekend, and at the expense of BAHSES. Retreats can be held once a quarter but no less than two per year.

If at all possible, direct service activities should not be affected due the retreat.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 25, 1991

BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

112075 Organization Name Change

On September 17, 1990, at the regular task force meeting, the members selected a new name for the organization that would be more reflective of what we are doing.

The official name:

Bay Area HIV Support and Education Services
of
Black and White Men Together/Men of all Colors Together

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 25, 1991

POLICY AND PROCEDURE REVIEW

SIGN OFF SHEET

BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

112080 Organization Establishment Date

The Bay Area HIV Education and Support Services of Black and White Men Together was initially established in April 1985 with Reggie Williams and Larry Burnett as co-chairs.

The original task force was known as BWMT/SF AIDS Task Force and started with members:

Robert Brown
R. J. Atkins
Jeff Davidson
Bill Bateman
Don Bradley
John Teamer
Michael Foo
Tom Horan
Jim Ivory
Bart Casimir

On Oct. 1, 1989, the task force name was changed to BWMT/MACT AIDS Task Force to reflect the joining of the two Bay Area chapters in AIDS work.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED: June 26, 1991

BAHSES BWMT/MAC'T

2/2/2

112090 Who Speaks for BAHSES?

The Executive Director is the official spokesperson for Bay Area HIV Support and Education Services (BAHSES). However, the Executive Director may delegate this function for specific situations. Any staff person, the Board of Directors or volunteer is permitted to discuss the project work and their involvement with AIDS related issues; but they speak as an individual, not as the official spokesperson for BAHSES.

ISSUED: August 16, 1991
REVIEW: August 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED: October 25, 1991

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

113005 BAHSES - BWMT/MACT Board of Directors Selection

The Board of Directors for BAHSES - BWMT/MACT are selected from chapters of Black and White Men Together, Men of All Colors Together Greater Bay Area and from the Bay Area communities.

There is to be a total of 7 members and an Executive Director. Each chapter is to provide 2 representatives and three representatives will be selected from the communities served. The Board of Directors is to serve a term of two years and are primarily responsible for Agency Program governance and funds development.

113005.01 Responsibilities of a Board Member

RESPONSIBILITIES OF A BOARD MEMBER

- *Attend and actively participate in Board meetings.
- *Set policy and establish goals for your Executive Director to achieve.
- *Provide guidance to your Executive Director.
- *Maintain a proper relationship with your staff.
- *Ensure adequate financing of the organizations and see that money is responsibly spent.
- *Actively support your organization and Executive Director.
- *Produce a written plan that outlines the long-term goals of your organization.

THE BOARD

1. Makes policy
2. Directs the Executive Director to implement policy.
3. Monitors implementation and outcome of policy.

Board policies determine what the organization will do. The Executive Director implements policy and determines what individual employees will do for the organization in carrying out board policy.

Board activities and policy making should impact the entire organization.

Administration and staff handle how a policy is implemented.

BOARD STAFF RELATIONS

Two simple rules of thumb for board/staff relations are:

1. All communications between the board and staff should be channeled through the Executive Director.
2. Boards do not manage staff, Executive Director perform this task.

113005.02 WHO IS RESPONSIBLE--THE BOARD OR EXECUTIVE DIRECTOR?

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED: Board of Director

BY: Executive Director
REVISED: January 16, 1992

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

AREA	BOARD	EXECUTIVE DIRECTOR
Long-term goals (more than 1 yr)	Approves	Recommends and provides input.
Short-term goals (less than 1 yr)	Monitors	Establishes and carries out
Day to day operations	No Role	Makes all management decisions.
Hiring of staff (Non-Program Directors)	No Role	Approves all hiring
Hiring of Program Director(s)	Approves	Recommended
Staff development & assign.	No Role	Establishes
Firing of staff	No Role	Makes final termination decisions.
Staff grievances	Last Resort or third step	The grievances stop at the Executive Director
Personnel policies	Approved	Recommends and administers
Staff salaries	Allocates line items for salaries in budget	Approves salaries with recommendations from supervisory staff
Staff evaluation	Evaluates only Executive Director	Evaluates all staff or delegates to appropriate managers/supervisors

113005.03/445030 Financial Responsibility

Who is Responsible for Finance?

AREA	BOARD	Executive Director
Budget	Works with Executive Director & approves	Develops and recommends
Capital Purchases	Approves	Prepares requests
Bldg. renovation, leasing, expansion decisions	Make decisions, assumes responsibility	Recommends (could also sign contracts if given authority)
Supply purchases	Establishes policy and budget for supplies	Purchases according to board policy

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED: Board of Director

BY: Executive Director
REVISED: January 16, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

		and maintains adequate audit trail
Major repairs	Approves	Obtains estimates & prepares recom'ds
Minor repairs	Policy which includes preapproved budget amount	Authorizes repairs up to prearranged amount
Emergency repairs	Works with Executive Director	Notifies and concur w/Bd. President on action to be taken
Cleaning & Maintenance	Establish budget for cleaning & maintenance	Sets up schedule
Fees	Approves policy	Develops fee
Billing, credit & collections	Approves policy	Proposes policy & implements

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED: Board of Director

BY: Executive Director
REVISED: January 16, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

113005 Board of Directors' Responsibilities

The BAHSES-BWMT/MACT Board of Directors are responsible for the following:

- Provide direction to Executive Director
- Assist in fund development and raising
- Ensure the agency is meeting its contractual commitments
- Ensure quarterly financial audits
- Review Board for performance evaluation
- Hearing Panel for Grievance (Step 3)
- Approve agency Policies and Procedures
- Develop and review agency Program 5 Year Plan
- Provide technical assistance to agency
- Hire Executive Director
- Evaluate the Executive Director
- Publish an annual status report to the Chapters and NTFAP
- Take an active role in the development of agency future goals and direction
- Attend required meetings and agency events

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 26, 1991

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

114035 Distribution of Policy and Procedure

New, revised, and cancel lists of policy and procedures are to be sent to individuals or agencies on this list:

1. BAHSES - REGIONAL
2. BAHSES - WEST
3. BAHSES - EAST
4. NTFAP
5. GMOCC
6. EACH

ISSUED: July 22, 1991
REVIEW: July 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

115000-Page Organization

The Policy and Procedure Manual will use the following pagination format:

Page Organization 1.1.2.000

Module Number 1

Chapter 1

Section 2

Page Number 000

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 26, 1991

BAHSES BWMT/MACT

Form 114000 5/91

116015 Auto Insurance

BAHSES Staff that use their car for transportation on agency business must have proof of insurance. The proof of cover is required regardless if you are reimbursed for travel expense.

ISSUED: June 11, 1991
REVIEW: June 1992
APPROVED:

BY: Executive Director
REVISED: June 18, 1991

[illegible]

116065 Patents and Copyrights

If an employee develops materials directly related to BAHSES activities, BAHSES shall have sole and exclusive ownership and use of said materials. Patents and copyrights resulting from work related to BAHSES shall be held in the name of BAHSES unless otherwise determined by BAHSES.

ISSUED: August 8, 1991
REVIEW: August 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

117000 Board of Director Packets

BAHSES - BWMT/MACT Board of Director's packets will contain:

1. Organizational history
2. Board of Director's Responsibility
3. Agency 1, 2, & 5 year plans
4. Board of Director's Application
5. Cover letter

ISSUED: April 23, 1992
REVIEW: April 1992
APPROVED: Board of Directors

BY: ExecutiveDirector
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

117005 Chapter Representation on the Board

BWMT/SFBA and MACT/GBA are required to send two representative each to sit on the Board of Directors of BAHSES. The selection of this representation should be by the approval of the respective Board to serve a period that corresponds to their term of office on their Board with approval of BAHSES Board of Directors.

The Co-Chairs/Chairs of the respective chapters are to notify the BAHSES Board President and Agency Executive Director of their representatives in writing, their term of office and their level of authority while on the Board.

Chapter Representatives are to be screened to make sure they are not in conflict of interest according to Policy and Procedures Manual 325035-Conflict of Interest.

Distribution:

BOD-BWMT/SFBA
BOD-MACT/GBA

ISSUED: August 28, 1991
REVIEW: August 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED: October 25, 1991

BAHSES - BWMT/MACT Policy and Procedure Manual

117005 Chapter Representation on the Board

BWMT/SFBA and MACT/GBA are required to send two representative each to sit on the Board of Directors of BAHSES. The selection of this representation should be by the approval of the respective Board to serve a period that corresponds to their term of office on their Board.

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Chapter Representatives are to be screened to make sure they are not in conflict of interest according to Policy and Procedures Manual 325035-Conflict of Interest.

Distribution:

BOD-BWMT/SFBA
BOD-MACT/GBA

ISSUED: August 28, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
SIGN OFF SHEET
BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

117010 Board of Director's Requirements

BAHSES - BWMT/MACT requires the following from a Board of Directors:

1. Commitment to the Agency's vision, goals and its viability.
2. Support of the agency's staff.
3. Willing to do agency public relations.
4. Willing to work on projects, fund raising, and working with staff and clients.
5. When necessary provide technical and hands on assistance in fund raising.
6. To be an advisory board to the agency's Regional Director.
7. Representative of the community clients served.

ISSUED: April 23, 1992
REVIEW: April 1992
APPROVED:

BY: Executive Director
REVISED: January 21, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

117040 BAHSES Board of Directors' History

The BAHSES Board of Directors was established on May 1991. The initial board members were:

Louis Ashley
Jean Jackson
John Revicky
Luke Adams
Calvin Lowery
Pete Egganberger
Charles Smith

President
Vice President
Treasurer
Secretary

ISSUED: August 23, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED:

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

121030 Postage Policy

BAHSES-BWMT/MACT Postage will be metered through the postage machine located in the BAHSES office. Mail will be put in the reception's box and twice a day (AM and PM) will be stamped and taken to the mail box or given to the post person.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 26, 1991

BAHSES BWMT/MACT

Form 114000 5/91

BAHSES - BWMT/MACT Policy and Procedure Manual

121040 Hours of Operation

BAHSES-BWMT/MACT's business hours are from 9:00 AM to 6:00 PM Monday through Friday. Office Staff are to be available to serve clients and public during this time.

Office will be closed during the designated holidays:

New Year's Day	Jan. 1
Presidents Day	third Mon. in Feb
Memorial Day	last Mon. in May
Independence Day	July 4
Labor Day	first Mon. in Sept.
Thanksgiving Day	4th Thurs. in Nov.
Christmas Day	Dec. 25

ISSUED: March 1, 1991
REVIEWED: March 1992
APPROVED: Board of Directors

BY: Executive Director
REVISED: May 27, 1991

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

211005 File Color Code

To visually assist in filing the following file color codes will be instituted:

100000 Series	General Administration	Red
200000 Series	Management Program	Blue
300000 Series	Personnel (Incl. Personnel Rec.)	Yellow
400000 Series	Finance	Black
500000 Series	BAHSES Operations	Grey
600000 Series	Research Programs	Purple
700000 Series	NABWMT Organization and BWMT/MACT Chapters	White

211005.01 System Maintenance Protocol

All information stored on personal diskettes are to be copied into the respective folder on the harddrive of each personal computer.

211005.01/511040/516035 Documentation of All Agency Activities

It cannot be stressed too strongly that all relevant activities including but not limited to workshops, community outreach, project programs, formal meetings, reports, accomplishments, media publicity, speaking engagements and interviews, plus chapter activities and publications must be fully documented and sent to the Executive Director for proof of work and progress in achieving BAHSES goals and objectives. This is a very necessary activity to ensure future funding and potential new funding sources for the agency.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 21, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES MEMORANDUM

December 28, 1992

TO: All BAHSES Staff

FR: Lee Y. Woo, Executive Director

RE: DISPOSAL OF AGENCY CONFIDENTIAL INFORMATION

Any documents that contain names, addresses and telephone numbers of staff, clients or other agencies personnel are not to be recycled. They are to be destroyed. Staff and client records are to be disposed with established policy (241005 - 241025).

cc: PPM

211010



BAHSES
TO SERVE OUR COMMUNITIES



BAHSES - BWMT/MACT Policy and Procedure Manual

211010 Back up System Information

BAHSES-BWMT/MACT personal computer harddrive and diskettes are to be backed up once a week (2 copies). One copy will be kept in the office. The second copy is to be stored off site.

ISSUED: February 21, 1991
REVIEW: February 1993
APPROVED:

BY: Executive Director
REVISED:

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

211010 Agency Records Handling and Disposal

BAHSES records management policies are as follows:

1. Personnel Records

Active
Inactive
Resumes

Seven years after last entry
Maintain 2 years

2. Client Records

Active
Inactive

All current document to maintained
in a folder
Seven years after last entry

3. Financial Records and Reports

Checks
Fund Requisitions
Financial Reports

Seven years after last entry
Seven years after last entry
Seven years after last entry

4. Grant (222005 Series)

Nonfunded
Funded

Three years after date of submission
Seven years after date of approval

5. Programs

Five years after last used

6. Federal and State Tax

Seven years

ISSUED: April 15, 1991

REVIEW: April 1992

APPROVED:

BY: Executive Director

REVISED: June 4, 1992

**POLICY AND PROCEDURE REVIEW
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BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

211015 Forms Control

All BAHSES-BWMT/MACT forms must be tested and approved before general use and distribution. Forms in test will have the code "T" after their form numbers i.e., xxxxxxxx T. Once the form has been tested and revisions made, the form will be assigned and effective date which is 4 digits MMYT i.e., XXXXXX MMYT.

Forms that have been revised after being in production will have the letter "R" added before the new date i.e., xxxxxx R0000.

Master copies of the form are kept in form control files 211015 series. All changes are to be made on the master copy. Master copies are to be reviewed before reprinting forms.

Forms that are used at Regional level should have a 51XXXX form control number. Only area specific forms are allowed to use total numbers. All forms must be approved by Regional Operations.

Regional Administration is responsible for product in/reproduction of regional forms.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 21, 1992

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES MEMORANDUM

December 2, 1991

TO: BAHSES Staff

FR: Lee Y. Woo

RE: SCHEDULE OF REQUIRED DOCUMENTS

Please find attached a schedule of Required Agency documents with due dates for your review and information.

If you are not able to meet established deadlines for any report, it is important to inform your supervisor immediately.

Lee Y. Woo
Executive Director

cc: NTFAP (3)
5110/5210/5310/Master

211020/511040

BAHSES REPORTS/BILLINGS

<u>REPORT NAME</u>	<u>DUE DATE</u>	<u>PROGRAM</u>	<u>RESPONSIBLE PERSON</u>	<u>COMMENTS</u>
Program Monthly	4th Working Day	All	All Program Personnel	Reports are to be forwarded up the chain of command to the Executive Director
Affirmative Action Report	5th Working Day	Operations	Executive Director	
Personnel Evaluation	Within 10 working days of due date	All	All Supervisors	Evaluations are done as scheduled
Invoice for Programs	7th Calendar day	All grant programs	Program Managers & Program Assistants	Final copy to Fiscal Agent & Funding Agency by 9th Calendar day
Reimbursement and Check Requests	Every Monday	All employees (Paid/Nonpaid Staff)	Administrative Assistant	Must have final transmittal letter to Executive Director by Mon AM or Tues PM
Timesheets	1st working day after the end of pay period	All employees (Paid/Nonpaid Staff)	Administrative Assistant	All timesheets must be approved and signed by supervisors
Payroll Report	3rd working day after the end of pay period	Operations	Administrative Assistant	
Payroll Changes	Within 6 Calendar dates before the next payroll	All employees	Administrative Assistant	Employees are to give personnel action to Administrative Assistant

BAHSES REPORTS/BILLINGS

<u>REPORT NAME</u>	<u>DUE DATE</u>	<u>PROGRAM</u>	<u>RESPONSIBLE PERSON</u>	<u>COMMENTS</u>
Program Quarterly Reports	5th day before due date	All Programs	All program Personnel	Reports are due to Executive Director no later than 4 days before due date
Special Payroll	1st working day after the end of pay period	Contract	Administrative Assistant	Everybody who is under special salary reimbursement
BAHSES Newsletter	15th of each month	All	All agency personnel	Articles to be placed in Bill Besse's mail box

BAHSES - BWMT/MACT Policy and Procedure Manual

211040 File Folder Color Code

The following definitions have been assigned to file folder colors:

Red-	Confidential
Yellow-	Rush
Green-	Signature/Review
Blue-	Correspondence for typing
Manila-	working file

ISSUED: Feb. 22, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAISES BWMT/MACT

[illegible]

211045 Disk/Document Identifier

Effective February 11, 1991 all correspondence, etc. which are placed on a disk should include the following identifier code at the bottom of the page:

Disk #/Document name:Initials
(i.e. - #2/doc.proc.:PGM)

You should always use three (3) initials of your name. It also recommends that your disk numbers (#) correspond to the type of documents you are sending. For instance, #1 could be all memos and #2 could be all agendas, and #3 could be all bus. ltrs., and #4 could be all minutes, etc. Also please be sure the appropriate symbols appear after appropriate entry (i.e. / after disk #, and : after doc.name.(the subject line of your document).

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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

211055 - Distribution List

<u>Distribution Code</u>	<u>Name</u>
A	BAHSES Personnel
B	BAHSES/EACH Personnel
C	BAHSES/EACH/NTFAP Personnel
D	BAHSES Management Team
E	BAHSES/EACH Management
F	BAHSES/EACH/NTFAP Management
G	EACH Personnel
H	NTFAP Personnel
I	EACH/NTFAP Personnel
J	EACH Management
K	NTFAP Management
L	EACH/NTFAP Management
M	BAHSES Board of Directors
N	GMOCC Management
O	General Community

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 21, 1992

**POLICY AND PROCEDURE REVIEW
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BAHSES BWMT/MACT**

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

221000 Program Area of Responsibilities

I Administration (1110)

A. Records Management

1. Personnel
2. Client
3. Programs
4. Financial
5. Payroll
6. Policies & Procedures
7. Budget

B. Personnel

1. Recruitment
2. Training
3. Orientation
4. Discipline

C. Payroll

1. Time Sheets
2. Paychecks
3. Leaves balances

D. Programs

1. Monitor
2. Evaluation
3. Certification

E. Administration

1. Reports (Program and Financial)
2. Budget Control

II. Education (5210)

A. Programs

1. Development, Interpretation, and Testing (R/D)
2. Evaluations
3. Training
4. Community outreach
5. H. I. T.
6. CHOWS/HIV Educators/Facilitators
7. Speakers Bureau

B. Administration

1. Reports
2. Budgets
3. Fund Development
4. Management Teams

III. Support Services (5220)

A. Programs

1. Development, implementation, and testing (R/D)
2. Evaluation
3. Training
4. Community Outreach
5. Facilitators
6. Speakers Bureau
7. Scheduling Support Groups
8. Facilitators' Meetings

ISSUED: February 21, 1991

REVIEW: February 1992

APPROVED:

BY: Executive Director

REVISED:

[illegible]

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B. Services

1. Practical and Emotional Support
2. Telecare
3. Support Groups

C. Administration

1. Reports
2. Budgets
3. Fund Development
4. Management Team

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED:

**POLICY AND PROCEDURE REVIEW
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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

222030 Grant Submission

Before a grant can be developed and submitted a concept paper must be prepared. The concept paper should contain:

1. What program will be supported by the grant.
2. Outline of program and objective
3. Staff support needed
4. Projected budget and justification

The concept paper must be no longer than 4 pages not including the budget information.

The concept paper will be presented to the Executive Director for approval.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: July 11, 1991

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[illegible]

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

September 6, 1991

TO: BAHSES Staff

FR:  Lee Y. Woo

RE: COMPUTER PROTOCOL

Due to the number of incident of incorrect computer use, the following protocol will be utilized with all BAHSES computers:

1. Staff are not to store their work on the hard disk. All computer work is to be done on individual diskettes.
2. Use proper shut down procedures.
 - a) Quit all files and diskettes.
 - b) Institute the correct close out by going to SPECIAL menu and click on SHUT DOWN. Failure to close computer properly will result in crashing the hard disk.
 - c) Allow the computer to go through its virus check and give the OK to shut down.
3. Staff are not to access program applications for any reason with out checking with one of the designated agency systems operator (myself or Kevin Brooks).
4. If there is something wrong with your computer, do not try to fix the problem, report it to the designated agency system operator.

cc: EACH
PPM

231000

✠ 625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



BAHSES MEMORANDUM

April 6, 1992

TO: Administrative Staff

FR: Lee Y. Woo

RE: MEMORANDUM AND CORRESPONDENCE HANDLING AND
RETENTION

Memorandums and correspondence are to be stored on separate folders on one disk or if you are responsible for typing a large number of memorandums and correspondence then on separate disks clearly marked e.g., Corresp 1/91 - 12/91, Memos 1/91 - 12/91.

Documents that have been published or distributed are not to be destroyed. All information on disks are to be maintained for one (1) years. After one (1) year, disks are to be stored and erased at the end of the second (2) year.

PPM

231030/231055

BAHSES - BWMT/MACT Policy and Procedure Manual

231030 Computer Protocol

Individual computer work should not be stored on the hard disk. All program material to be stored on clearly identified diskettes and needs to be available in the event you are out of the office.

Diskettes are to be marked as follows:

Diskette Name: Education Programs I
Owner: Aird

Diskette Name Correspondence I
Owner: Aird

Diskette Name: MOUs/Contracts I
Owner: Aird

Diskettes are to be stored at the computer work station or on top of your desk in the event information has to be retrieved from them.

ISSUED: August 14, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED: January 21, 1992

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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

231055 Removal of Diskettes from office.

Before a diskette of information can be removed from the premises, a copy is to be made of the disk and left at the office.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: June 26, 1991

BAHSES BWMT/MACT

Form 114000 5/91

BAHSES - BWMT/MACT Policy and Procedure Manual

233025 Office Parking

Due to the lack of parking at the 625 O'Farrell St. office, we strongly recommend visitors and staff to utilize public transportation. If you have to bring your car to the office, try to be there by 9:00 A. M. Maximum parking is available at that time.

Staff should be aware of the parking restrictions to avoid tickets.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED :

BY: Executive Director
REVISED: January 21, 1992

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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

241005 Client Identification Code

In order to assure client confidentiality a client identification code will be assigned to each client. Clients will be issued only one (1) number regardless were they are receiving services or the number of services.

The number is based on the client's last 5 Social Security numbers and the first initial of the last name.

Example:

Joan Evans - Joy
112-00-7678

The client's number will be:

J07678

ISSUED: Mach 2, 1992
REVIEW: March 9, 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

241005 Record Storage

All client and agency personnel records are to be kept in the agency office in a locked cabinet. Client and personnel records are not to leave the office.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 21, 1992

**POLICY AND PROCEDURE REVIEW
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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

242010 Staff Telephone Number Release

No one is authorized to release BAHSES staff home telephone numbers to anyone outside of the agency. Take the name and telephone number of the person requesting the information. Call the employee and give them the information.

In an emergency case, the senior staff person on site (BAHSES, EACH, NTFAP) can authorize the release of the employee's home telephone number.

ISSUED: April 1, 1991
REVIEW: April 1992
APPROVED:

BY: Executive Director
REVISED: June 26, 1991

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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

241015/322010 Employee Records Management

All employee records are to be kept under lock and key. Inactive records will be stored under lock and key and accessible to authorized personnel. Records will be kept for 7 years from last day worked.

ISSUED: May 4, 1992
REVIEW: May 1993
APPROVED:

BY: Executive Director
REVISED:
PPM: 322010/241015 Employee Records Management

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[illegible]

241015 Personnel Files

Each employee's personnel file will contain original material as follows: employment application or covering letter, resume, citizenship documentation copy, letters of agreement, W-4 forms, copies of performance evaluations, salary action documents, leave of absence documents, and other materials described below in this section.

1. No anonymous material will be placed in any employee's personnel file. Information of a complimentary nature received by BAHSES pertaining to the work performance of any employee will be placed in the employee's personnel file with a copy to the employee and will become part of the employee's permanent file.
2. The Executive Director will provide employees with copies of all:
 - (a) Performance Evaluations
 - (b) Written Disciplinary Actions
 - (c) Any written records which would be used in disciplinary action.
 - (d) The employee's signature is required for all items listed. The signature means only that the employee has received a copy of those documents and does not necessarily mean agreement with the content. If the employee refuses to sign, the supervisor will make a dated note to that effect on the the original document and the employee's copy of the document.
 - (e) Records, reports and other material relating to employment and the performance of each employee will be maintained by the Executive Director in one master file and will be available (with the exception of previous employer reference checks) at reasonable times for the inspection of the employee (in the presence of the Executive Director or Project Administrator or Supervisor).
 - (f) The employee may add written comments to the file regarding material in the file within two (2) weeks after the time of inspection. The comments will be a permanent part of the file.

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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

242000 Confidentiality

Nothing concerning participants in the Agency whether employees, consultants, trainers, workshop or survey participants, or volunteers may be disclosed or discussed publicly with anyone in any manner that will violate the trust that has been placed in employees and volunteers of BAHSES. Violation of this policy may be cause for immediate termination. BAHSES will release information only if required to do so by the court.

ISSUED: August 16, 1991
REVIEW: August 1992
APPROVED:

BY: Executive Director
REVISED:

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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

243015 Key Holders Responsibility

Key to BAHSES space are given to select staff members.

The following is the responsibility of the key holder:

1. Loan keys to non designated key holders.
2. Report the loan or loss of keys immediately.
3. Ensuring the security of the office when the last person is out.
4. Turn keys in to supervisor upon leaving BAHSES.
5. Complete Key Holder's key list form 243015.

The following individuals are authorized a master set of keys:

Reggie Williams, NTFAP, Fiscal Agent

243015.01Keys

Keys to BAHSES office will be limited to paid and designated non-paid staff.

ISSUED: February 27, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: January 21, 1992

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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

251005 BAHSES - Award of Excellence

BAHSES has established the "BAHSES Award of Excellence" to honor individuals, communities and organizations for their outstanding work in the fight against HIV/AIDS.

The award is given for demonstrated and sustained commitment to the promotion of AIDS Awareness through quality prevention or advocacy programs for their respective communities.

This commitment can be demonstrated through the development of effective programs or ensuring appropriate agencies complete the work.

The categories for 'BA of E' include:

- a. Individual HIV
- b. Agency employee/Outstanding organization
- c. Organization (non-HIV/AIDS)

The award is presented at the BAHSES anniversary event in April.

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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

251010 BAHSES - Outstanding Employee Service Award

BAHSES has established the "BAHSES Outstanding Employee Service Award" to honor outstanding employees for their involvement in the fight against HIV/AIDS.

The award is given for demonstrated and sustained commitment to the promotion of AIDS Awareness through prevention or advocacy programs.

This commitment can be demonstrated through collaborative efforts with other organizations, developing unique programs or providing support to organizations to do the work.

The categories for 'BOESA' is for BAHSES staff only.

The award is presented at the BAHSES anniversary event in April.

ISSUE: April 2, 1991
REVIEW: April 1992
APPROVED:

BY: Executive Director
REVISED: June 26, 1991

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[illegible]

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251015 BAHSES - Community Service Award

BAHSES has established the "BAHSES Community Service Award" to honor individuals, community and organization for their involvement in the fight against HIV/AIDS.

The award is given for demonstrated and sustained commitment to the promotion of AIDS Awareness through prevention or advocacy programs for their respective communities.

This commitment can be demonstrated through collaborative efforts and the organization's unique programs or providing support to organizations to do the work.

The categories for 'BCSA' include:

- a. Individual HIV
- b. Agency employee/Outstanding organization
- c. Organization (non-HIV/AIDS)

The award is presented at the BAHSES anniversary event in April.

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[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

251020 Reggie Williams Community Service Award

BAHSES has established the "Reggie Williams Community Service Founder's Award" to honor individuals, community agencies and organizations that are involved in the AIDS services and programs in the San Francisco Bay Area.

The awards are given for demonstrated and sustained commitment to education regarding the HIV/AIDS virus and issues that surround HIV. This commitment can be demonstrated through education, direct services, personal involvement or through the support of educational programs.

The categories for "RWCSA" include:

- a. Individual (communities)
- b. Agency (AIDS)
- c. Organization (Non-Aids)

The award is presented at the BAHSES anniversary event in April.

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[illegible]

251025 Calu Lester Award for AIDS Activism

BAHSES has established the "Calu Lester Award for AIDS Activism" to honor individuals, community and organizations for their activism in AIDS.

This award is given for demonstrated and sustained commitment to activism of AIDS Awareness, treatment availability and advocacy for care to communities that have not benefited from the advantages of AIDS cures and resources.

The commitment can be demonstrated through collaboration efforts with the organizations, personal involvement in the fight against a public that does not recognize AIDS as serious concern for our society now and in the future.

The categories for "CLAAA" include:

- a. Individual
- b. Agency (Aids)
- c. Organization (non-Aids)

The Award is presented at the BAHSES anniversary event in April.

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[illegible]

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251045 Rev. Louis David Ashley, Jr. Award for Activism

BAHSES has established the Rev. Louis David Ashley, Jr. Award for Activism to honor individuals, community and organizations for their activism in the field of homophobia, sexism, racism, and other inequities in our communities and lives.

This award is given for demonstrated and sustained commitment to activism in dealing with the inequities and injustices in our communities and lives.

The commitment can be demonstrated through collaboration efforts with the organizations or personal involvement in the fight against oppression and its effects and affects in our society.

The categories for "LDA, Jr." include:

- a. Individual
- b. Agency (AIDS)
- c. Organization (Non-AIDS)

The Award is presented at the BAHSES anniversary event in April.

ISSUED: December 17, 1991
REVIEW: December 1992
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

BAHSES - BWMT/MACT Policy and Procedure Manual

251050 BAHSES - Kevin G. Brooks' Employee Award

BAHSES has established the "BAHSES Kevin G. Brooks Employee Award" to honor outstanding employees for their involvement in the fight against HIV/AIDS.

The award is establish in the name of Kevin G. Brooks, Program Director-Support Services, who exemplifies the model of a non-paid (volunteer) staff, by his dedication, commitment to an idea and bring reality to a dream for all.

The award is given for demonstrated hard work and sustained commitment to being an employee who exceeds the requirement of their job, has shown initiative, team spirit and working for the good of the clients.

This commitment can be demonstrated through collaborative efforts with other organizations, developing unique programs or providing support to organizations to do the work.

The categories for 'KGBEA' is for BAHSES staff only.

The award is presented at the BAHSES anniversary event in April.

ISSUE: April 2, 1991
REVIEW: April 1992
APPROVED:

BY: Executive Director
REVISED: April 9, 1992

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[illegible]

272005 Disaster Program Agency Action Plan

This policy is to establish the agency's action plan(s) during a disaster.

Disaster is defined as:

1. Natural Storms, earthquakes, etc.
2. Large scale Disaster , Plane crash, fire, or large area distruction
3. Distruction through Civil Disobedience (CD) see PPM 272005 Civil Disobedience/ Riot Agency Action Plan.

Plan is in two parts.

1. Occurrence happens during working hours.
2. Occurrence happens during non-working hours.
 - 1) If the disaster happens during working hours depending on the condition of transportation availability, road system viability and location of the disaster Agency personnel will:
 - A. Be sent home when safe.
 - B. Kept at the office.
 - C. Assigned to other Agencies to provide assistance with their clients or patients.
 - D. Assign to assist city/county services

If staff is not able to make it home due to non-availability of transportation and road closure then they can stay at the office or with friends in their respective areas.

During this time, it is important that the staff stay in communication with their respective offices to determine when to return to work.

If the office is undamaged and staff can come to work, they will establish a communication network between clients and staff to provide emotional and practical support.

- 2) If occurrence happens on non-work hours.

Management staff will contact the Executive Director or vice versa to develop an action plan. Once the plan is established appropriate action to be taken, staff is notified.

The action plan need to take into account the condition of the communication system, ability to get around and extent of damage in the geographic area of the office.

If the telephone system is out then staff can go to their respective work site if it is safe and await notification of the Agency Disaster Action Plan(ADAP) Developed by the Management Center Team.

(Based on the Executive/Agency Director's disaster plan coordination & allocation of staff resources to medical or disaster centers might be one option)

ISSUED: May 3, 1992
REVIEW: May 1993
APPROVED:

BY: Executive Director
REVISED:

POLICY AND PROCEDURE REVIEW SIGN OFF SHEET BAHSES BWMT/MACT

[illegible]

272005 Civil Disobedience/ Riot Agency Action Plan

If there is Civil Disobedience (CD) in the immediate geographic area that would put personnel's lives at risk, one of 4 action plans can be taken.

1. If the office is in impacted area, the office is to be closed and staff sent home when safe.
2. If communication systems are impacted close office and send staff home .
3. If communication systems are not impacted staff should call into office to see if it is open for business.
4. Report to nearest designated site for assignment.

In all above cases the appropriate action will be determined by regional office or the senior staff at the site. At that time employees and clients that are scheduled to visit the office are to be notified of its closure. The clients should be told when they can expect the reopening of the office. Or referred to another agency for assistance. Program coordinators or directors are to make arrangements with other agencies to ensure client 's needs are met.

Staff has to be kept informed by phone on daily basis.

ISSUED: May 3, 1992
REVIEW: May 1993
APPROVED:

BY: Executive Director
REVISED: July 16, 1992
PPM: 272005 Civil Disobedience