

HIV Prevention Desktop Reference Guide

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Dear HIV Prevention Contractors:

HIV Care Services (HIVCS), a program of Public Health Solutions, is pleased to introduce the **2009 Desktop Reference Guide (DRG) for HIV Prevention contracts**. This guide provides an overview of contracting requirements for all HIV Prevention contract types. It should be used as a source of information about administering your HIVCS/Public Health Solutions contract, and can be used to orient new staff to the contracting process. The guide is designed to address routine questions about your contract; however, your HIVCS Contract Manager is always available to answer any specific questions you may have.

The **2009 HIV Prevention DRG** consists of seven chapters that correspond to the various aspects of contracting. It includes information about contract management, reporting requirements and contract compliance, and provides detailed instructions where applicable. Periodically, HIVCS may also distribute communications and/or special instructions to supplement the information provided in this resource.

To access the **2009 HIV Prevention DRG**, go to www.healthsolutions.org/hivcare. The guide is modular, and is located on the main landing page.

HIVCS intends to treat this guide as a living document. As the HIV Prevention portfolio and contracting requirements change, we will provide you with notifications of updates in the form of a link to the updated chapter.

We hope you find this DRG useful in your contracting activities.



Rachel Miller
Vice President for HIV Programs and Special Initiatives