

ORANGE



COUNTY
FLORIDA

Assessment of the Administrative Mechanism Recipient Response

September 17, 2026

Assessment of the Administrative Mechanism

Background

- On August 26, 2026, the Assessment of the Administrative Mechanism (AAM) was presented to and approved by the Planning Council.
- The Recipient reviewed the data and findings presented in the AAM report and identified opportunities for improvement.
- The Recipient developed the following action plan to address the recommendations and strengthen program administration and service delivery.

Recommendations to Consider

Recommendations to Consider included in the AAM Report:

- **Maintain Communication Protocols:** Given the evolving landscape in the HIV service delivery system at both the state and federal level, the Recipient ought to continue maintaining open lines of communication to assist the Planning Council and subrecipients with planning decisions.
- **Material Translations:** Offer translation of meeting and other pertinent materials when possible to ensure more community members are able to better comprehend documents.
- **Optimize Resource Utilization:** Continue to look for new program partners in order to offer more options to clients throughout the Eligible Metropolitan Area.

Action Plan

Maintain Communication Protocols

- Continue providing regular and timely updates to the Planning Council and subrecipients regarding federal, state, and local changes that may affect Ryan White services, funding, eligibility, and program operations.
- Continue presenting expenditure, utilization, allocation, and reallocation information to the Planning Council in clear and consistent formats to support informed decision-making.
- Continue reviewing utilization and expenditure trends throughout the grant year and engage the Planning Council and subrecipients in discussions regarding potential reallocations as needs are identified.

Action Plan

Material Translations

- Continue to require subrecipient to offer language interpretation services as required by clients.
- Continue utilizing the Orange County website's language translation functionality to make Ryan White information accessible in multiple languages.
- Translate key client-facing forms and program materials into Spanish and Haitian Creole, with additional languages considered based on community need and available resources.
- Explore opportunities to provide language assistance or interpretation during community meetings and other public engagement activities when feasible.
- Continue evaluating language-access needs as part of community engagement efforts to ensure information is presented in formats that are understandable and accessible to the diverse communities served throughout the EMA.

Action Plan

Optimize Resource Utilization

- Continue identifying and engaging new providers and community partners to increase the number of service options available to clients throughout the Eligible Metropolitan Area.
- Recipient in the process of conducting competitive procurements for multiple Ryan White Part A service categories, including Medical Case Management (MCM), Referral for Health Care and Support Services (RS), Oral Health Services and Outpatient/Ambulatory Health Services (OAHS).
- Continue working with existing providers while expanding the provider network to ensure clients have access to in-person services throughout the EMA and appropriate alternatives when barriers to care arise.

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