

Erica Pan, MD, MPH  
Director and State Public Health Officer

Gavin Newsom  
Governor

Office of AIDS  
HIV Care Program

Management Memo No 25-02

DATE: February 18, 2025

TO: HIV CARE PROGRAM (HCP) SUBRECIPIENTS AND PROVIDERS

SUBJECT: VALIDATING PROVIDER CREDENTIALS

### I. Purpose

The purpose of this Management Memo is to establish procedures for subrecipients to validate and document provider credentials for selected HCP service categories.

### II. Background

[Policy Clarification Notice \(PCN\) 16-02](#) regarding Eligible Individuals and Allowable Uses of Funds establishes provider credential requirements for several service categories. The HCP Service Standards further defined providers' credentials. To ensure that clients receive appropriate and quality care, it is important to ensure that providers are licensed and qualified. However, HCP lacks a standardized method for validating and monitoring these requirements.

### III. Policy

Subrecipients must validate and document providers' credentials, prioritizing providers funded under RWHAP service categories that require such credentialing. Subrecipients must use the **HCP Provider Credential Log** to document this review. E-mail [HCP\\_Invoices@cdph.ca.gov](mailto:HCP_Invoices@cdph.ca.gov) to request a copy of the log.

Subrecipients should start the log at the beginning of each fiscal year and update it as necessary during the year. Providers are defined as professional personnel listed on the subrecipient and any subcontractor budgets. The log has more instructions about the scope of the review. Should an individual provider have an expired license or other problem, the subrecipient shall immediately follow up to resolve the issue.

Program advisors will request and review the log annually as part of regular monitoring activities.

#### **IV. Implementation**

This process is effective April 1, 2025. If you have any questions, please contact your assigned program advisor.

Sincerely,

*Sean Abucay*

Sean Abucay  
Chief, Care Program Section  
Office of AIDS  
California Department of Public Health