

HAC Policies and Procedures for HAC Members and OHRP Staff

HAC Roster Updates and Registration Updates with DHHS

Who is Responsible for Reporting Changes in HAC Membership to DHHS?

The OHRP Assistant Director is responsible for reporting changes in HAC membership to DHHS. The OHRP Director serves as back-up for this action.

What is the Time Line for Reporting Changes in HAC Membership to DHHS?

Changes in HAC Membership are updated within 14 days of the member change.

Who is Responsible for Updating the HAC Roster?

The OHRP Assistant Director is responsible for reporting changes in HAC membership on the HAC Rosters. The OHRP Director serves as back-up for this action.

What is the Time Line for Updates to the HAC Roster?

HAC Rosters are updated within 14 days of the member change.

Who is Responsible for Posting the Updated HAC Roster on the HAC Web Site?

The Business Manager is responsible for posting the updated HAC Roster on the HAC web site within 14 business days unless there is an Information Technology (IT) restriction.

Who is Responsible for Maintaining the Archived HAC Rosters on the HAC Web Site?

The Business Manager is responsible for posting the updated HAC Roster on the HAC web site within 14 business days unless there is an Information Technology (IT) restriction.