

Service Systems Planning & Quality Committee Work Plan 2024-2025

Ongoing/As Needed												
Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1. Identify & develop scope of work for special studies/research as needed	X	X		X	X	X	X	X	X	X	x	
2. Review Service Standards (as needed)	X	X		x	X	x	X	x	X	x	X	
3.												
4.												
5. Review and update, MOU between the Planning Council and Recipient (as needed)	X	X		X	X	X	X	X	X	X		
6. Review Policies and Procedures pertaining to Planning and recommend changes as necessary	X	X		X	X	X	X	X	X	X		
Recipient & Lead Agency Activity (Utilization & Expenditures, Procurement, and Quality Management)												
Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
7. Monthly Expenditures and Utilization: Part A	X	X		X	X	X	X	X	X	X	X	
8. Monthly Expenditures and Utilization: Part B & GR	X	X		X	X	X	X	X	X	X	X	
9. Quarterly Expenditures & Utilization Report: Part A & EHE Identify Gaps in Services and the Needs of Special Populations & Develop Plans for Response	X			X			X			X		

10.	Quarterly Expenditures & Utilization Report: Part B Identify Gaps in Services and the Needs of Special Populations & Develop Plans for Response		X			X			X			X	
11.	Annual Part A & EHE Expenditure & Utilization Report									X			
12.	Annual Part B Expenditure & Utilization Report										X		
13.	Annual GR Expenditure & Utilization Report	X											
14.	Review Quality Management Report and make recommendations (Part A & B)	X			X		X			X			
15.	Review & evaluate disparities (if any) in outcomes of prevention & care services (QM Update)	X			X		X			X			
16.	PCS Expenditures (Reviewed Quarterly)		X			X			X				X
17.	PCS Annual Budget							X					
18.	Review Procurement Report						X						
Leadership/Membership													
Tasks/Goals/Objectives		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
19.	Nominate and elect a Chair & Vice Chair	X											
20.	Leadership Evaluations					X			X			X	
21.	Annual Committee Report										X	X	

Data Presentation and PSRA

Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
22. Assess the results of the Evaluation of Data Presentation and recommend changes as needed	X											
23. Assess the results of the Evaluation of the Priority Setting Process and recommend changes as needed	X											
24. Assess the results of the Evaluation of the Resource Allocation Process and recommend changes as needed	X											
25. Review and update as necessary the Evaluation tools and processes for the Data Presentation, Priority Setting and Resource Allocation Processes.	X										X	
26. Review and Finalize Initial Funding Slate for Resource Allocation										X	X	

Needs Assessment

Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
27. Implement & Monitor Needs Assessment Process based on recommendations		X		X	X	X	X					
28. Analyze Needs Assessment Results & make recommendations							X	X	X	X	X	
29. Decide on process to implement and distribute the HIV Client Survey (Needs Assessment Process) if necessary		X		X	X							

Assessment of the Administrative Mechanism (AAM)

Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep

30.	Initiate the process for the Assessment of the Administrative Mechanism.				X								
31.	Conduct the Assessment of the Administrative Mechanism					X	X	X	X				
32.	Report the preliminary recommendations of the Assessment of the Administrative Mechanism									X			
33.	Final report on the Assessment of the Administrative Mechanism										X		
34.	Review Part A Recipients Response to AAM											X	
Integrated Plan													
Tasks/Goals/Objectives		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
35.	Review, Evaluate, Update & Monitor the Integrated Plan	X	X		X	X	X	X	X	X	X	X	
36.	Incorporate the development of the new Integrated Plan (as needed)	X	X		X	X	X	X	X	X	X	X	
37.	Review & Provide recommendations regarding implementing strategies to improve EIIHA (for integrated plan)		X		X	X							