

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
Identify & develop scope of work for special studies/research as needed	X	X		X	X	X	X	X	X	X	x	
Review Service Standards (as needed)	X	X		x	X	x	X	x	X	x	X	
Review and update, MOU between the Planning Council and Recipient (as needed)	X	X		X	X	X	X	X	X	X		
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
Monthly Expenditures and Utilization: Part A	X	X		X	X	X	X	X	X	X	X	
Monthly Expenditures and Utilization: Part B & GR	X	X		X	X	X	X	X	X	X	X	
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		
Quarterly Expenditures & Utilization Report: Part B (Identify Gaps in Services and the Needs of Special Populations & Develop Plans for Response)		X			X			X			X	
Annual Part A & EHE Expenditure & Utilization Report									X			

Annual Part B Expenditure & Utilization Report										X		
Annual GR Expenditure & Utilization Report	X											
Review Quality Management Report and make recommendations (Part A & B)	X			X		X			X			
Review & evaluate disparities (if any) in outcomes of prevention & care services (QM Update)	X			X		X			X			
PCS Expenditures (Reviewed Quarterly)		X			X			X			X	
PCS Annual Budget							X					
Review Procurement Report							X					
Leadership/Membership												
Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Nominate and elect a Chair & Vice Chair	X											
Leadership Evaluations					X			X			X	
Annual Committee Report										X	X	
Data Presentation and PSRA												
Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Assess the results of the Evaluation of Data Presentation and recommend changes as needed	X											
Assess the results of the Evaluation of the Priority Setting Process and recommend changes as needed	X											

Assess the results of the Evaluation of the Resource Allocation Process and recommend changes as needed	X											
Review and update as necessary the Evaluation tools and processes for the Data Presentation, Priority Setting and Resource Allocation Processes.	X										X	
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
Implement & Monitor Needs Assessment Process based on recommendations		X		X	X	X	X					
Analyze Needs Assessment Results & make recommendations							X	X	X	X	X	
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
Initiate the process for the Assessment of the Administrative Mechanism.				X								
Conduct the Assessment of the Administrative Mechanism					X	X	X	X				
Report the preliminary recommendations of the Assessment of the Administrative Mechanism									X			
Final report on the Assessment of the Administrative Mechanism										X		

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
Review, Evaluate, Update & Monitor the Integrated Plan	X	X		X	X	X	X	X	X	X	X	
Incorporate the development of the new Integrated Plan (as needed)	X	X		X	X	X	X	X	X	X	X	
Review & Provide recommendations regarding implementing strategies to improve EIIHA (for integrated plan)		X		X	X							