



# Service Systems & Quality (SSQ) Workplan

*Planning Cycle October 2025-September 2026*

Ongoing Activities												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
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	X	
Review Policies and Procedures assigned to the Committee	X	X		X	X	X	X	X	X	X	X	
Approve Committee Workplan (annual)	X											

Recipient & Lead Agency Activity (Utilization & Expenditures, Procurement, and Quality Management)												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Monthly Expenditures: Part A, Part B & GR	X	X		X	X	X	X	X	X	X	X	
Quarterly Utilization Report: Part A & EHE and Part B (Identify Gaps in Services and the Needs of Special Populations & Develop Plans for Response)				X			X			X		
Review Quality Management Report, including disparities, and make recommendations (Part A & B)		X					X					
Quarterly PCS Expenditures Report		X			X			X			X	
Review Procurement Reports (if applicable) □							X					

Leadership & Elections												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT

Nominate and Elect a Chair & Vice Chair	x											
Leadership Evaluations				x					x			
Annual Committee Report										x	x	

Data Presentation and PSRA												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
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 & Planning Workplan

*Planning Cycle October 2025-September 2026*

Ongoing Activities												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Review Policies and Procedures assigned to the Committee	X	X		X	X	X	X	X	X	X	X	
Reports from SSQ Committee- gaps in services and unmet need	X	X		X	X	X	X	X	X	X	X	
Approve Committee Workplan (annual)	X											

Leadership & Elections												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Nominate and Elect a Chair & Vice Chair	X											
Leadership Evaluations					X				X			
Annual Committee Report										X	X	

Needs Assessment												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
<b>Creating and approving the survey questions</b>												
Decide on the process to implement and distribute the HIV Client Survey (if applicable)												
Begin HIV Care Needs Survey distribution (if applicable)												
Analyze HIV Care Needs Survey results & make recommendations (if applicable)												
Report HIV Care Needs Survey findings to the full Planning Council												X

Determine need for special studies/research topics for community engagement activities (as needed)												
Develop scope of work for special studies/research or community engagement activities (as needed)												

Integrated Plan												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Development of the new Integrated Plan (if applicable)	X	X		X	X	X	X	X	X			
Present the final draft of the new Integrated Plan to the full Planning Council and get an LOA signed (if applicable)									X	X		
Create a monitoring and evaluation plan												
Monitor the plan- receive reports on the status of the Integrated Plan's activities	X	X		X	X	X	X	X	X	X	X	X
Evaluate the effectiveness of the Integrated Plan	X	X		X	X	X	X	X	X	X	X	X
Create corrective action plan and implement improvement strategies (if needed)	X	X		X	X	X	X	X	X	X	X	X
Provide recommendations regarding implementing strategies to improve EIHA populations	X	X		X	X	X	X	X	X	X	X	X

Assessment of the Administrative Mechanism (AAM)												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
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		

