



Service Systems & Quality (SSQ) Workplan

Planning Cycle October 2026-September 2027

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			

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Needs Assessment & Planning Workplan

Planning Cycle October 2026-September 2027

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 (as needed)	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
Creating and approving the survey questions												
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)												
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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)												
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												
Evaluate the effectiveness of the Integrated Plan												
Create corrective action plan and implement improvement strategies (if needed)												
Provide recommendations regarding implementing strategies to improve EIIHA populations												

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		
Review Part A Recipients Response to AAM											X	