



Membership & Engagement Workplan **[DRAFT]**

Planning Cycle October 2026-September 2027

Ongoing Activities												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Review Membership Matrix & PC Reflectiveness		X		X		X		X			X	
Review Committee Roster		X		X		X		X			X	
Review Attendance Roster		X		X		X		X			X	
Review Monthly Social Media Insights		X		X		X		X			X	
Recommend Content for Social Media Accounts and Online Newsletter		X		X		X		X			X	
Review, Update & Recommend Changes to Policies & Procedures (as needed)		X		X		X		X			X	
Approve Committee Workplan		X										

CFHPC Applicants & Membership Evaluation												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Applicant Interviews	X	X		X	X	X	X	X	X	X	X	
Review Applicant Summaries		X		X		X		X			X	
Review Orientation Evaluations & Recommend Updates/Revisions (as needed)		X		X		X		X			X	
Review Exit Survey Responses (if available)		X		X		X		X			X	
Review and Update Membership Forms (Applications, Interview Forms, etc) (as needed)		X		X		X		X			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										
Review Nominees for PC Office											X	
Leadership Evaluations				X				X				
Annual Committee Report											X	

Member Training												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Discuss & Recommend Member Training Schedule & Topics		x										
Plan for Quarterly Training		x				x					x	
Host Quarterly Training (PCS)				x				x				x
Discuss & Plan Leadership Training		x						x				
Host Leadership Training (PCS)			x							x		
Review Training Evaluations Results (recommend updates as needed)		x		x		x		x			x	

Red Ribbon Times Magazine*												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Select Articles		x						x				
Approve Draft				x							x	
Release Magazine (PCS- once copies are received)					x							x

Recruitment, Retention, & Event Planning												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Review & Update Retention and Recruitment Plan		x		x								
Review & Update Social Media Guidelines		x		x								
Discuss & Recommend Recruitment Activities		x		x		x		x			x	
Discuss National Testing Day								x				
Initiate Planning for WAD						x						
Select Member Awards for Sept PCB											x	



Needs Assessment & Planning Workplan

Planning Cycle October 2026-September 2027 [DRAFT]

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	



Service Systems & Quality (SSQ) Workplan [DRAFT]

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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Planning Council Workplan

APPROVED Planning Cycle *October 2025-September 2026*

As Needed & Ongoing												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Review & Approve Policies & Procedures	x	x		x	x	x	x	x	x	x	x	x
Review & Approve Service Standards	x	x		x	x	x	x	x	x	x	x	x
Review Bridge Report of Committee Activities	x	x		x	x	x	x	x	x	x	x	x

Recipient & Lead Agency Activities (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	
Utilization Report: Part A & EHE (Identify Gaps in Services and the Needs of Special Populations & Develop Plans for Response)				x			x			x		
Quarterly Utilization Report: Part B (Identify Gaps in Services and the Needs of Special Populations & Develop Plans for Response)				x			x			x		
Review Quality Management Reports, including disparities, and make recommendations (Part A & B)		x					x					
Quarterly PCS Expenditures Report		x			x			x			x	
Review Part A & B Procurement Reports (if applicable)□							x					
Review Draft of the Part A Grant Application from the Recipient (if applicable)												x

Membership, Training, & Evaluation												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Open Nomination of Officers									x			

Close Officer Nominations											X	
Election of Officers												X
Leadership Evaluations				X					X			
Recommend Applicant(s) for Appointment	X	X		X	X	X	X	X	X	X	X	X
Quarterly Membership Training (hosted separately from PCB)				X				X				X

Annual Activities												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Approve Committee & Planning Council Workplans	X											
Approve Data Presentation and PSRA Processes											X	
Annual Committee Reports												X
Data Presentation & Review Needs Assessment Results												X
Set Annual Service Priorities and Develop Directives to the Recipient												X
Review Report on the Recipient's Progress on Directives & Make Recommendations												X
Annual Resource Allocation												X
Review MOU (as needed)	X											
Approve AAM Report											X	
Review Part A's Response to the Assessment of the Administrative Mechanism (AAM) & Corrective Action Plan (CAP)												X

Events & Engagement												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Approve Recruitment & Retention Plan				X								
Review Activities for Annual Events (WAD & National Testing Day)		X		X				X	X			

Integrated Plan												
Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Receive Integrated Plan Progress Updates & Make Recommendations				x						x		
Review and Approve 2027-2031 Integrated Plan								x	x			
Approve Implementation & Monitoring Plan for the Integrated Plan										x	x	