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)												

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	