Needs Assessment & Planning Committee Workplan [DRAFT]

Planning Cycle October 2026-September 2027- Alternating Month Schedule

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 (includes scope of work and survey review/recommendations)				x								
Conduct the Assessment of the Administrative Mechanism (consultant)					x	x	x	x			T	Data Pres
Report the preliminary recommendations of the Assessment of the Administrative Mechanism (presented by consultant- feedback needed from committtee)								x				**P S R A**
Final report on the Assessment of the Administrative Mechanism (presented by consultant- feedback needed from committtee)										x		
Review Part A Recipients Response to AAM												x

Integrated Plan

Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Development of the new Integrated Plan (*every 4 years*)												Data Pres
Present the final draft of the new Integrated Plan to the full Planning Council and get an LOA signed (*completed: June 2025*)											T	
Create a monitoring and evaluation plan				x		x						
Monitor the plan- receive reports on the status of the Integrated Plan's activities. Evaluate the effectiveness of the Integrated Plan						x		x		x		

Create corrective action plan and implement improvement strategies (**as needed- based on quarterly monitoring**)												
Provide recommendations regarding implementing strategies to improve EIIHA populations & include WICY into planning								x		x		P S R A

Needs Assessment

Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Decide on the process to implement and distribute the HIV Client Survey (if applicable)		x										
Begin HIV Care Needs Survey distribution (if applicable)				x							T	Data Pres
Analyze HIV Care Needs Survey results & make recommendations (if applicable)								x		x		x
Report HIV Care Needs Survey findings to the full Planning Council												x
Determine need for special studies/research, topics for community engagement activities, or surveys **(as needed)**												P S R A
Develop scope of work for special studies, community engagement activities, research projects, or surveys **(as needed, dependent on the above)**												
Review and update the Provider Capacity & Capability Study				x		x						

Leadership, Elections, & Committee Planning

Task/Goals/Objectives	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
Set Schedule & Approve Committee Workplan (annual)		x										Data Pres
Nominate and Elect a Chair & Vice Chair		x									T	
Leadership Evaluations						x				x		

Complete Annual Committee Report & Submit to Committee for Review (Chair & Vice Chair responsibility)										x		P S R A

As Needed/If Applicable Activities												
Task/Goals/Objectives	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEPT**
Review Policies and Procedures assigned to the Committee												
Reports from SSQ Committee- gaps in services and unmet need (as needed)											T	

however, it is a best practice to offer multiple opportunities for ongoing training and development.