Service Systems & Quality (SSQ) Workplan [DRAFT]

Planning Cycle October 2026-September 2027- Alternating Month Schedule

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**
Expenditures: Part A, Part B & GR		x				x				x		
Expenditure & Utilization Reports: Part A and Part B (Identify Gaps in Services and the Needs of Special Populations & Develop Plans for Response) *Annual utilization report given at Data Presentation*				x				x			T	Data Pres
Review Quality Management Report, including disparities, and make recommendations (Part A & B)				x				x				**P S R A**
PCS Expenditures Report												

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**

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 (if necessary)		x											Data Pres
Assess the results of the Evaluation of the Priority Setting Process and recommend changes (if necessary)		x										T	
Assess the results of the Evaluation of the Resource Allocation Process and recommend changes (if necessary)		x											
Review and update as necessary the Evaluation tools and processes for the Data Presentation, Priority Setting and Resource Allocation Processes		x									x		**P S R A**
Review and Finalize Initial Funding Slate for Resource Allocation											x	x	

As Needed/If Applicable Activities												
Task/Goals/Objectives	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEPT**
Review Service Standards (as needed)												
Review and update, MOU between the Planning Council and Recipient (as needed)											T	
Review Policies and Procedures assigned to the Committee (as needed)												
Review procurement reports (if applicable)												

T= Training *(at minimum, at least one training session will need to be conducted to prepare members for Data Presentation and PSRA; however, it is a best practice to offer multiple opportunities for ongoing training and development. The Membership & Engagement Committee will be reviewing the current training model on 11/10).*

Service Systems & Quality (SSQ) Workplan [DRAFT]

Planning Cycle October 2026-September 2027- Previous Year Schedule

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

As Needed Activities												
Task/Goals/Objectives	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEPT**
Review Service Standards (as needed)												
Review and update, MOU between the Planning Council and Recipient (as needed)												
Review Policies and Procedures assigned to the Committee (as needed)												