

2016-17 PCAT (Planning Council Activity Timeline)														
Committees		Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Task Leader
Community Liaison Committee (CLC)														
1	Plan 2 (two) Community Input Sessions (to provide Consumer input for PSRA) a. Hold Event #1 - May, b. Hold Event #2 - Anytime between Sept. - Nov. 2016	X	X	X	X	X	X	X	X	X				Naimah O'Neal James Stevenson
2	Plan and Organize Community Information Forums to educate PLWHA about PC funded services. <i>(Must develop a monthly plan)</i>	X	X	X	X	X	X	X	X	X		X	X	Naimah O'Neal Clinton Droster
3	Identify & Plan a list of Capacity Building Training Activities for CLC Members <i>(Must develop a monthly plan)</i>	X	X	X	X	X	X	X	X	X		X	X	Tina Marbury Kimberlin Dennis
4	Establish & Maintain a PLWHA Community Events Calendar to target PLWHA to attend and participate in PC activities. <i>(Must identify monthly events & plan 3 months in advance)</i>	X	X	X	X	X	X	X	X	X		X	X	James Stevenson Bryan Jones
5	Create a Planning Council Consumer Outreach Presentation	X	X											Naimah O'Neal, Lead S. Harris
Strategy & Finance Committee														
1	Training for S&F Committee Members	X	X	X	X	X	X	X	X	X		X	X	Darryl Fore
2	Conduct Assessment of the Efficiency of the Administrative Mechanism	X	X	X	X	X	X							Tammie Jones
3	Assist with Planning Council re-allocations strategy / process									X	X	X		Darryl Fore
4	Review Expenditures by Service Category	X	X	X	X	X	X	X	X	X		X	X	Full Committee
5	Review and approve Carry Over Request									X	X			Full Committee
6	Reorganize PSRA Process <i>(see separate PSRA work plan)</i>	X	X	X	X	X	X							Melissa Federman
7	Conduct a progress review on Committee work products	X	X	X	X	X	X	X	X	X		X	X	Desi Johnson
8	Review SOW for next year <i>(Committee PCAT)</i>											X	X	Darryl Fore
Membership, Retention & Marketing														
1	Review and Finalize Open Nominatons Policy	X	X											Chris Ritter
2	Review and Finalize Attendance Policy	X	X											Chris Ritter & Brenda Glass
3	Conduct Bi-annual analysis of PC Membership for Federal Reflectiveness Mandate	X	X	X	X	X	X	X	X					Max Rodas
4	Develop & Implement a comprehensive Planning Council Training Program in accordance with HRSA CAP		X	X	X	X	X	X	X	X		X	X	Chris Ritter Max Rodas Brenda Glass Jason McMinn
5	Monitor and Enforce Planning Council Attendance		X	X	X	X	X	X	X	X		X	X	Brenda Glass
6	Develop & Conduct Targeted Outreach / Marketing Program Annually	X	X	X										Chris Ritter Naimah O'Neal
7	Monitor Committee work plan for compliance	X	X	X	X	X	X	X	X	X		X	X	Max Rodas Chris Ritter
8	Implement PC Mentor Program	X	X	X	X	X	X	X	X	X		X	X	Brenda Glass
Quality Improvement														
1	Review Scope of Work (SOW) for FY 2016/17 (QIPCAT)	X	X	X										Full Committee
2	Quality Management Plan of the Grantees Office - Review	X	X	X										Full Committee
3	Develop the Quality Improvement Work Plan	X	X	X										Full Committee

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4	Present HRSA: HIV/AIDS Bureau (HRSA:HAB) 5 Core Performance Measures to the QI Committee			X			X		X			X		Julie P / Jason M
5	Determine CAREWare data the committee would like to see on a regular basis - make a formal, written data request	X	X	X	X	X	X	X	X	X		X	X	Jason M.
6	Grantee Quality Site Visit Presentation			X										Kate Burnett-Bruckman
7	Grantee review of local Continuum of Care	X		X			X		X			X		Kate Burnett-Bruckman
8	Review QI portion of Grant Guidance						X		X					Full Committee
9	Assign "buddy" and provide QI Committee - specific orientation	X	X	X	X	X	X	X	X	X		X	X	Jason M.
10	Identify areas where Needs Assessment may need to be conducted		X	X	X	X	X	X	X	X		X	X	Julie P / Jason M
	Executive Committee													
1	Review and Approve Mar. 1, 2016 - Feb. 28, 2017 PCAT	X	X											Full Committee
2	Monitor PCAT for Compliance	X	X	X	X	X	X	X	X	X		X	X	PC - Co-chairs
3	Develop Planning Council portion of PC/Grantee MOU						X	X	X	X				PC - Co-chairs
4	Provide Monthly Progress Update from HRSA Project Officer	X	X	X	X	X	X	X	X	X		X	X	PC - Co-chairs
5	Monitor Planning Council compliance to the HRSA Corrective Action Plan	X	X	X	X	X	X	X	X	X		X	X	PC - Co-chairs
6	Review & Approve Mar. 1, 2017 - Feb. 28, 2018 PCAT											X	X	Full Committee
	Planning Council Meetings													
	Planning Council Business	X	X	X	X	X	X	X	X	X		X	X	PC Co-chairs