

## Roles for Planning Council Committees

Roles	Scope/Roles	Current Committee Responsible	Other Alternatives
<b>Coordination/ Review</b>	<ul style="list-style-type: none"> <li>▪ Coordinate work of PC</li> <li>▪ Review work and recommendations of other committees before they go to the full body</li> <li>▪ Help direct and evaluate the work of PC Support staff</li> </ul>		
<b>Membership</b>	<ul style="list-style-type: none"> <li>▪ Coordinate member recruitment</li> <li>▪ Screen, and recommend members, using an open nominations process</li> <li>▪ Ensure membership representation and reflectiveness</li> <li>▪ Ensure orientation and training of members</li> <li>▪ Monitor attendance and address non-attendance</li> </ul>		
<b>Needs Assessment</b>	<ul style="list-style-type: none"> <li>▪ Coordinate needs assessment, including service needs, barriers and gaps; assessment of unmet need and PLWH unaware of their status; provider inventory, capacity, and capability</li> <li>▪ Arrange for an updated epi profile each year</li> <li>▪ Review data from various sources</li> <li>▪ Manage data presentations to the PC</li> </ul>		
<b>Integrated/ Comprehensive Planning</b>	<ul style="list-style-type: none"> <li>▪ Coordinate integrated/comprehensive planning</li> <li>▪ Monitor progress on plan goals, objectives, and tasks</li> <li>▪ Update the plan as needed</li> </ul>		
<b>Priority Setting and Resource Allocation</b>	<ul style="list-style-type: none"> <li>▪ Oversee PSRA process                             <ul style="list-style-type: none"> <li>– Priority setting</li> <li>– Resource allocation</li> <li>– Directives</li> </ul> </li> <li>▪ Monitor expenditures by service category</li> <li>▪ Recommend approval of reallocations across service categories</li> </ul>		

Roles	Scope/Roles	Current Committee Responsible	Other Alternatives
<b>Establishing and Maintaining a Comprehensive System of Care</b>	<ul style="list-style-type: none"> <li>▪ Help develop and strengthen the system of care, including evaluation of current services and recommendation of new service models</li> <li>▪ Monitor performance of current system of care through review of performance and outcomes measures, and CQM and monitoring data</li> </ul>		
<b>Service Standards</b>	<ul style="list-style-type: none"> <li>▪ Develop, review, and update service standards</li> </ul>		
<b>Assessment of the Efficiency of the Administrative Mechanism (AAM)</b>	<ul style="list-style-type: none"> <li>▪ Plan and implement the AAM</li> <li>▪ Monitor recipient progress on any action plan based on AAM finding and recommendations</li> </ul>		
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>▪ Engage PLWH subpopulations and affected communities</li> <li>▪ Increase visibility of PC and RWHAP program</li> </ul>		
<b>Planning Council Operations</b>	<ul style="list-style-type: none"> <li>▪ Review/revise Bylaws</li> <li>▪ Help develop/negotiate/revise the Memorandum of Agreement (MOA) with the recipient</li> <li>▪ Develop/revise PC policies and procedures</li> </ul>		
<b>Other?</b>			