HMIS Policy & Prioritization Calendar

September	October	November
September • Annual performance review of Lead Agency/System Administrator: Part II - Performance Review – completed by P&PC • *Lead Agency Performance Review* • *HMIS Policy Review*	**October** • Governing Board reviews Lead Agency's Performance Review Recommendation produced by the P&P Committee • *HMIS Policy Review*	**November** • *HMIS Policy Review*
December	**January** • *User Satisfaction Survey* • *HMIS Policy Review*	**February** • *Promoting the User Satisfaction Survey*

March	April	May
• Board directs Policy & Prioritization Committee to work with Lead Agency to create draft Annual Work Plan (Sep – Aug); size of Annual Work Plan should be informed with input from the Finance Committee • *Preparation for April meeting on changes to data elements* • *Scoping and Timetable for HMIS Policy Review and Revision*	• Policy & Prioritization Committee presents initial Annual Work Plan • Board directs Policy & Prioritization Committee and Finance Committee to work together to refine revenue estimates and Annual Work Plan and budget as necessary • *Meeting Dedicated to Data Element Changes*	• Policy & Prioritization Committee presents revised Annual Work Plan • Board directs Policy & Prioritization Committee and Finance Committee to work together to refine revenue estimates and Annual Work Plan and budget as necessary • *HMIS Lead Agency Performance Review Timing* • *Confirming Latest Workplan Version* • *Scoping and Timetable for HMIS Policy Review and Revision* • *Data Element Changes, Including Veteran's Questions*
June	**July**	**August**
• Policy & Prioritization Committee presents final Annual Work Plan • *HMIS Lead Agency Performance Review Planning* • *Policies and Procedures Review* • *Review ICA's High/Low Summary for 2017-2018*	• *Performance Review* • *Review of Policies and Procedures*	• Annual performance review of Lead Agency/System Administrator: Part I - User satisfaction Survey – completed by P&PC • *2018 Work Plan* • *Lead Agency Performance Review*