

AA Site Review Responses—Planning

VII. Support of the Planning Process

The checklist below provides examples of how AAs can demonstrate compliance. DSHS Planners will provide this checklist to AA Planners to assist in preparation of site reviews.

G.1 Can the agency provide evidence of effectively soliciting, supporting, and utilizing community input in the planning process?

- ✓ Meeting/Conference Call agendas & minutes, blogs, web postings, etc. summarizing community feedback or input.
- ✓ Clerical activities to support the community input process (copying, mailing, filing, email/web postings, flyers, etc.)
- ✓ Evidence that relevant community input was utilized such as plan revisions, changes in allocations, revision of goals in the plan, etc.

G.2 Can the Agency provide evidence of collaborating with planning councils, other planning bodies, and subject matter experts as part of the community input process.

- ✓ Written correspondence (letters, technical assistance bulletins, other informational documents).
- ✓ Documentation of presentations, trainings, or technical assistance materials.
- ✓ Minutes, agendas, and summaries from public forums, community events, conference calls, key informant interviews, etc.
- ✓ Copies of public notices, web postings, blogs, etc.

G.3 Can the agency provide evidence of delivering appropriate information and materials to individuals or groups about planning processes, products, and outcomes?

- ✓ Written correspondence (letters, technical assistance bulletins, other informational documents).
- ✓ Documentation of presentations, trainings, or technical assistance materials.
- ✓ Minutes and agendas from public forums, community events, conference calls.
- ✓ Copies of public notices, web postings, blogs, etc.

- G.4 Can the agency provide evidence that the service priorities, allocations, and activities in comprehensive plan are based on data and support the identified goals and objectives?
- ✓ Comparison of unmet need estimates, issues in the SCSN, and identified needs, barriers, and gaps in the needs assessment to the goals and objectives in comprehensive plan.
 - ✓ Worksheets or other documents used to develop service priorities and resource allocations that show evidence the agency used data such as client need, utilization, and existing resources in the decision making process.
- G.5 Can the agency provide evidence that the service priorities, allocations, activities and goals in the comprehensive plan address unmet need and the issues highlighted in SCSN?
- ✓ Comparison of unmet need estimates and issues in the SCSN, to the goals and objectives in comprehensive plan.
- G.6 Can the agency provide evidence of ensuring the planning staff comply with DSHS policies and procedures regarding planning processes and community input?
- ✓ DSHS policies listed in A. 4.
 - ✓ Conflict of Interest/Conflict Resolution
 - ✓ Evidence of collaboration as defined in the MOU between Title I Planning Councils and Administrative Agency
 - ✓ Planning Procedures, including but not limited to the following:
 - confidentiality
 - conflict of interest
 - grievances
 - tangible reinforcements
 - community member recruitment/selection
 - priority setting & resource allocation
- G.7 Can the agency demonstrate that the AA planner meets the DSHS expectations listed in the *Administrative Agency Planner Performance Standards, Expectations, Core Competencies, Duties and Required Activities*?
- ✓ Agency assessment of the planner's performance and employee job description
 - ✓ Staff development plan, as applicable
 - ✓ Documentation of training and technical assistance provided