

State Management Calendar for Reporting Year October 2017-September 2018

CSBG Activity	Quarter I			Quarter II			Quarter III			Quarter IV		
	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
State Plan Development						Begin to discuss State Plan input with network	Begin drafting plan	Get input from network: discussions/meetings with Eligible Entities. Integrate ACSI results. Hold public or legislative hearing		Hold public or legislative hearing	Secure appropriate signatures from State Office	State Plan due on Sept. 1st to HHS via OLDC
CSBG Annual Report/IS Survey	Send IS to Eligible Entities			IS data due to State Office from Eligible Entities	Review IS data	IS Survey due to NASCSP 3/31	Review data memos and send back final data base to NASCSP					
Organizational Standards		Revise/Update Standards assessment tools for Eligible Entities (if necessary)				Report on results of assessments in Annual Report, Module 1.				Ongoing assessment of Organizational Standards		
Eligible Entity Community Action Plan/Contract						Work on revisions in contract/CAP, if necessary	Work on revisions in contract/CAP, if necessary	Get input from network: discussions/meetings with Eligible Entities	Send contracts/CAP to Eligible Entities for completion	Send contracts/CAP to Eligible Entities for completion	Review contracts/CAP; executed contracts in place for 9/30	
Monitoring										Review monitoring tools	Release monitoring schedules/tools to network	
RPIC T/TA Plan	Final T/TA Plan submitted to OCS 10/1									Meet with State Association to collaborate on T/TA Plan for next year		
American Customer Satisfaction Survey (ACSI)	Review of the ACSI results	Share results with network	Ongoing communication with network	Ongoing communication with network			Ongoing communication with network			Ongoing communication with network		
Professional Development				CAP MLTC	NASCSP Conference				CAPLAW Conference		CAP Convention	NASCSP Annual Conference