Panelists

- Beverly Buchanan, AR, CSBG Program Manager, Department of Human Services
- Jackie Orr, CSBG State Assistance Director, NASCSP
The Need for a State Office Planning Calendar

• To organize the work flow in a State Office.
• To plan your major activities over the course of a year.
• To understand and meet your state office responsibilities.

Calendar Elements

State Plan Development
CSBG IS/Annual Report

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Organizational Standards

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Community Action Plan

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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

NASCSP | Calendar of CSBG State Office Activities

Organizational Standards Report on results of assessments in Annual Report, Module 1.

Revise/Update Standards assessment tools for Eligible Entities (if necessary)

Ongoing assessment of Organizational Standards

Community Action Plan 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

Review contracts/CAP; executed contracts in place for 9/30
Monitoring

RPIC State T/TA Plan

American Customer Satisfaction Survey (ACSI)
Professional Development

Does the calendar meet your needs?
What State Office activity is missing?
What should be changed?