

## Minneota Ryan White Service Standards Annual Review Process

Action steps	Who
1. Select dates/timeline for annual review based on workgroup members' calendars	Workgroup
2. Annually review all service standards based on criteria identified by the workgroup. The service standards are anticipated to fall into three 'buckets': a) Bucket one: no changes required b) Bucket two: minimal wording changes that don't affect service delivery c) Bucket three: requires extensive revision (these service standards are anticipated to go through the ' <a href="#">Standards Development Process</a> ')	Workgroup
3. Once the workgroup has made the needed changes to service standards, they will go to Planning and Allocations Committee for review and recommendation to the Council	1. Workgroup 2. Planning and Allocations Committee
3. Council will review and approve Standards as recommended by Planning and Allocations Committee	1. Planning and Allocations Committee 2. Council