**PLUMAS COUNTY CHA/CHIP SUBCOMMITTEE ROLES AND RESPONSIBILITIES**

**KEY STAKEHOLDER SUBCOMMITTEE ROLES**

* Review and analyze system capacity and indicator data; Identify additional data needs and methods of collection (e.g. focus groups, key informant interviews); Make recommendations to the Advisory Committee on system needs.
* Based on data, relevant literature and decision-making criteria, make recommendations to Advisory Committee on priority populations/areas
* Review and recommend to the Advisory Committee, which evidence-based practices shall be used to address the priority populations/areas; Research, develop and provide to the Advisory Committee standards and practices for how services are delivered (e.g. staffing qualifications; service models).

**KEY STAKEHOLDER SUBCOMMITTEE COMMITMENT**

* Meet 1-2 times per month, or as needed, July 2011 through December 2012
* Subcommittee Co-Chairs will participate in monthly Advisory Committee meetings. This is intended to serve as a vehicle for reporting on progress, sharing subcommittee recommendations and ensuring ongoing communication and cross-collaboration between the elements of the continuum.

**RESPONSIBILITIES**

* Collect additional data (existing data sets, focus groups, key informant interviews, etc.)
* Develop preliminary recommendations for the Advisory Committee on key areas of need
* Review and address as appropriate any feedback from the Advisory Committee
* Report Back to and Solicit Feedback from Key Stakeholders
* Identify Priority Populations to be Served (and the Rationale) and Priority Strategies with Division Funding
* Based on data and literature, formulate recommendations for the Advisory Committee on priorities.
* Review Final CHA/CHIP, and Present to the governing entities