

RAC ANNUAL WORK PLAN
Review and Approval Committee

December

1. Update membership.
2. Send out RAC “CHA Training Center Annual RAC Requirements Review” checklist to each Training Center not receiving a site review, after the RAC Committee reviews the previous year’s review summaries for each Training Center and adds other items if needed.
3. Decide on dates of next Training Center site review and choose members of the site review team (see RAC “Site Review Preparation and Implementation” checklist).
4. Update membership list, including supervisor contact information.
5. Send out thank-you letter to supervisors of RAC members, cc to RAC member.
6. Election of Officers (Chair, Vice-Chair, Secretary) if needed (the terms of office are two years).
7. Send letter to CHAP Directors re: site review plan for the next year (team members, where, when).

February

1. Review the RAC “CHA Training Center Annual RAC Requirements Review” checklist returned by each Training Center not receiving a site review.
 - a. Team up Training Center and field members for the annual paperwork reviews. Training Center coordinators alternate who reviews whom yearly. The Training Center hosting a site review is excused from this process.
 - b. Tally the most recent schedule for each Session, comparing subjects and hours to those listed in the Basic Training Curriculum.
 - c. Send out letters/emails to Training Centers listing any items on the checklist requiring improvement.
2. Site Review Team meeting

May

1. Complete TC annual RAC requirements review process.
 - a. Reviewer of each TC writes a summary of problems found and their resolution/status.
 - b. A copy of the summary goes to the RAC Chair for use at the December meeting.
 - c. The summary and all the annual RAC requirements review documents go to the office of ANTHC CHAP Statewide Services to be archived.
 - d. Chair sends a letter of RAC approval of the annual RAC requirements reviews to the TC Coordinators, CD Chair, and the RAC archives.
2. Complete site review follow-up if site review has been done (may occur later in the year).

September

1. Consider and recommend replacements for out-going members from the appropriate groups (see Bylaws for selection policy).
2. Send letter to the Training Center due for site review in the upcoming year (if applicable), requesting dates and a schedule for the Session in which it is to occur (see RAC “Site Review Preparation and Implementation” checklist).
3. Review RAC By-Laws / Standards
4. Review RAC tools