

Support Services Review Timeline

WHEN	WHO	WHAT
October	Administrative Unit Review Leaders & OIEA Staff	SSR orientation meeting
October - March	Administrative Unit Review Leaders	Unit prepares data AND conducts SWOT <ul style="list-style-type: none"> Data must be submitted to participants and facilitator 2-3 weeks prior
November - March	Administrative Unit Review Leaders	Begin Writing Support Services Review Report (can be completed anytime after SWOT)
March – May	Administrative Unit Review Leaders	Develop/Refine Support Services Review Report
March 15 (before spring break)	Administrative Unit Review Leaders	ALL SWOTs to be completed SWOT results due to OIEA
May 1	Administrative Unit Review Leaders	Support Services Review Report due to OIEA
May 1 – July 1	Support Services Review Subcommittee	Review Support Services Review Reports / Annual Updates <ul style="list-style-type: none"> provide feedback to units
June - August	Administrative Unit Review Leaders	Revise Support Services Reports / Annual Updates
July – August 31	ALL Administrative Unit Review Leaders	Present findings to appropriate leaders and stakeholders AND return sign off to OIEA
September - January	Administrative Unit Review Leaders	Implement Supervisor Approved Quality Improvement Plans and/or Request Funding through the Master Planning Process
March 1 Successive Years	Administrative Units	Submit Quality Improvement Plan UPDATES