

*U.S. Department of Health and Human Services  
U.S. Department of Housing and Urban Development  
U.S. Department of Veterans Affairs  
U.S. Department of Labor*

*U.S. Department of Education  
U.S. Department of Agriculture  
U.S. Department of Justice  
U.S. Interagency Council on Homelessness*

## **Improving Access to Mainstream Services for Families with Children Experiencing Homelessness**

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Hilton Anaheim  
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### **ROLE OF THE POLICY ACADEMY PLANNING COMMITTEE MEMBERS AT POLICY ACADEMIES**

For a variety of reasons, largely related to existing workload assignments, the members of the Policy Academy Planning Committee (PAPC) are compelled to maintain a more limited approach to our involvement with the States as they progress through the Policy Academy (PA) experience. The responsibility for tracking individual State progress and achievements, assessing TA requests, and facilitating peer-to-peer networks will be accomplished through the involvement of other resources that would include consultants and Internet technology.

Notwithstanding these limitations, we have outlined below the roles in which the Planning Committee members will function and through which they will relate to the States. As future plans for the Policy Academies evolve, the responsibilities of the PAPC members may also be amended.

#### **Interested Observers**

PAPC members will act as Interested Observers (IO) in the individual State Action Plan drafting meetings. The duties of the IO are to listen and take notes either to assist in their review of the draft Action Plans or to share with the Facilitator. The IO may participate in the discussions or in response to questions put to them by the State Team members. The PAPC members will balance their comments to be informative and helpful without dominating the process. The number of States the IO will actually observe depends on the programmatic expertise and availability of any particular PAPC member.

#### **Lead Reviewer**

Each draft State Action Plan will be assigned to a PAPC member who will serve as the Lead Reviewer of the State Action Plan. A Lead Reviewer also will have acted also as an IO for the State Plan to which he or she is assigned. This will ensure that the Lead Reviewer's comments will be informed by his or her observations. Additional PAPC members will be assigned to create Review Teams of three to four persons.

#### **Management By Exception**

Finally, it will be expected that PAPC members will serve in the postacademy technical assistance phase as Managers by Exception. This approach means that PAPC members with the relevant expertise will communicate directly with the State only if the consultants cannot provide the needed resource.

If you have any additional questions, please contact Jamie Hart of HSR, Inc. (jhart@hsrnet.com)