

# AASP Best Practices Process & Protocol

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Revision Date: October 1, 2016

## Deliverables

### Timelines for Best Practices Documents

- Ideally, a best practice could go from Idea/Identification to Draft to Approved in 2-3 quarters, depending on when they are identified
- ID Best Practice (from FUND-SVCS, Conference Presentation, or other venue) in one calendar quarter, get the draft copy written by the end of that quarter
- Post drafts quarterly
- For drafts originating from the consultant, the one-calendar-quarter timeline from receipt to completion should be as follows:
  - Consultant sends draft document to Subcommittee Chair
  - Subcommittee Chair distributes the draft document to committee member(s) as appropriate for review and finishing the draft
  - Committee Chair returns the completed draft to Consultant for final review and submission as completed draft from Consultant's Update segment by the 15<sup>th</sup> of the month deadline for that quarter
- Systemic Review of Best Practices every 5 years on a rolling schedule
  - Each year with Calendar Quarter 1, begin review of any Best Practices that have an original posting date of five years prior
  - Review, update, and create new drafts for comment throughout the year

### Posting Schedule

- Drafts of Best Practices must be received by the Chair of the Best Practices Committee (currently, Meredith Hancks) by the due dates listed below, two weeks prior to the start of the quarter
  - **1st Quarter and Comment Period:** Jan 1-March 31
    - Drafts due Dec. 15
    - After comment period, drafts removed from website April 1, updated/revised, and approved docs due April 30, to be posted behind the firewall during the first week of May
  - **2nd Quarter and Comment Period:** April 1 –June 30
    - Drafts due March 15
    - After comment period, drafts removed from website July 1, updated/revised, and approved docs due July 31 to be posted behind the firewall during the first week of August
  - **3rd Quarter and Comment Period:** July 1 – Sept. 30
    - Drafts due June 15

- After comment period, drafts removed from website October 1, updated/revised and approved docs due October 31 to be posted behind the firewall during the first week of November
  - **4th Quarter and Comment Period:** Oct. 1 – Dec. 31
    - Drafts due Sept. 15
    - After comment period, drafts are removed from website January 1, updated/revised and approved docs due Jan 31 to be posted behind the firewall during the first week of February
- Drafts and Comment Period
  - Draft Best Practices are posted on the AASP website for public viewing for one calendar quarter
  - Request feedback, comments, concerns, questions, edits, etc. from the community at-large, with any feedback emailed to the Chair of that subcommittee or designee listed on the Draft document
    - Do not copy anyone from Sentergroup during the process of checking drafts
    - All communication for draft documents goes through the Chair of Best Practices and the Consultant for Best Practices (currently, Meredith Hancks and Lynne Becker, respectively)
    - Chair of Best Practices and Consultant will forward all drafts and approved documents to Sentergroup for posting at the appropriate time