

Commission Schedule
30 September 2003

February 19 & 20: **Commission organizational meeting – Jefferson Hotel**

- . • Overview briefing on nine-step CARES process (8 hr.)
- . • Commissioners establish operating rules & policies (8 hr.)

March 11, 12 & 13: **Commission Meeting – Washington, D.C.**

- Demand Model – Entitlement & Utilization (6 hr.)

A detailed briefing and discussion of the CARES Demand Model.
(Purpose is to provide the commission with a working understanding of the model.)

- . • Review and discuss teams and hearing schedules. (Administrative Session)
- . • Market Areas; Gap Analysis; Special Disabilities Populations; and Stakeholder Communication (8 hr.)

Detailed briefings and discussions on each of these subject areas.
(Purpose is to provide the commission with a working understanding of each of these areas.)

- Planning Initiatives – Identifying the Gaps (7 – 8 hr.)

A detailed briefing and discussion of the Planning Initiative (PI) process. *(Purpose is to provide the commission with a working understanding of PIs. Commission as a whole reviewed a market area that incorporates small facility, proximity and access PIs. Remaining PIs were reviewed by team assignments at a schedule set by each team.)*

April 2, 3, & 4: **Commission Meeting – Hyatt Crystal City, Arlington, VA.**

- Market Planning Template – Process for developing solutions for the “gaps.” (3 – 4 hr.)

A detailed briefing and discussion of how the Market Planning Template was applied in the solution planning process. *(Purpose is to provide the commission with a working understanding of the*

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Market Planning Template, including costs, and how it factored into the Networks' decision process.)

- Status of experts' review of the CARES model (1 hr.)

Introduction of CARES Commission experts & statement of work. *(Purpose is to ensure that all commissioners understand and agree with the proposed review as provided for in the statement of work.)*

- Discussion of Planning Initiatives and adherence to Planning Guidance (2-3 hours – some of time in teams)

(Purpose is to provide overview of staff findings when reviewing current planning initiatives and provide Commissioners with commission staff assessment of potential areas of concern or discussion. Additional purpose is to develop basic understanding of individual PIs in the VISNs assigned to the three teams and to identify and discuss potentially challenging areas.)

. • Discuss strategy, schedule and standard operating procedure for field hearings. (2 hr.)

. • Briefings by subject matter experts in areas identified as requiring deeper/broader knowledge (Part I). (8 – 10 hr.)

(National Veterans Service Organizations, affiliates and national unions.)

May 13 & 14: Commission Meeting – The Sofitel Hotel, Washington, D.C.

. • Discussion of the National CARES Planning Office (NCPO) adherence to uniform application of policy guidance and application of the data when establishing the Planning Initiatives. (1 – 2 hrs.)

. • Status of “expert” review of CARES Model (2– 3 hrs.)

(Purpose is for model experts to discuss their draft report, briefing commissioners on preliminary findings.)

- Provide status of Market Plan review. (2 – 3 hr.)

(Purpose is for staff to brief commissioners on their preliminary review of market plans submitted by VISNs. Staff review should be approximately 75% completed at this time.

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Market plans will be the building blocks of the draft National CARES Plan and thus will be the focus of public comment. This is an opportunity to familiarize commissioners with market plans in advance of the Commission receiving the draft national plan.)

- Establish draft field hearings' schedule and review and confirm Commission's August and September schedule. (2-3 hr.)

(Purpose is commissioners to review and concur with draft schedule for field hearings.)

- Briefings by subject matter experts in areas identified as requiring deeper/broader knowledge (Part II). (2 hr.)

(Fourth VA mission, OMB, GAO & President's Task Force)

June 11: Commission Meeting – Hyatt Crystal City, Arlington, VA

- Preparatory meeting to discuss revised CARES schedule.

June 30 – July 25: Commission conducts approximately 60 site visits to 20 VISNs

August 1: Commission receives Draft National CARES Plan

August 6 & 7: Commission Meeting – Hyatt Crystal City, Arlington, VA

- Report on the CARES Model. (1/2 hr.)
- USH briefs Commission on the criteria used to prepare the National Plan and the highlights of the report. (4 hr.)
- Commission staff briefs commissioners on highlights of Draft National Plan. (7 hr.)
- Preparatory session to prepare for hearings. (4 hr.)

August 12: Commission Field Hearings – Baltimore, MD & Cleveland, OH

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August 13: **Commission Meeting – Washington DC**

- Preparatory meeting to continue preparation for field hearings.

August 18 to: **Commission teams conduct 37 formal hearings & October 21 6 site visits**

October 7: **Commission Meeting – Washington D.C. – Russell Senate Office Building, Room 418**

- Commission hears from Chairmen and Ranking Members from both the Senate and House of Representatives Veterans Affairs Committees and the Appropriations Subcommittees on VA, HUD and Independent Agencies, and National VSOs, medical and nursing affiliates, VA employee organizations and mental health experts.

October 14, 15 & 16: **Commission Meeting – Washington, DC – Hotel Washington**

- Commission discusses results of site visits and hearings and written comments received to gain a “sense of the commission.”

Oct.18 – Nov. 18: Commission staff completes analysis of information from site visits, written comments and testimony received at hearings and prepares draft recommendations.

Nov. 19, 20 & 21: **Commission Meeting – Washington, DC – Hotel Washington**

- Commission deliberation and decisions.

December 18: **Commission Meeting – Washington, DC - Hotel Washington**