

## | DRAFT Project Implementation Plan |

### Project Implementation Plan & Timeline:

#### *Project Start-up: June 1 – June 21, 2016*

Key Activity	Time Frame	Contract Team Lead(s)
Contract Award	6/1/2016	
Kick off meeting (2 hours Rede + CLHO) ✓ Review all aspects of project ✓ Clarify project objectives, roles of key staff ✓ Affirm 10 cities for regional meetings ✓ Review project costs ✓ Refine project implementation plan ✓ Review work breakdown structure ✓ Establish project communication systems & structure	5/20/2016	Jill Hutson
Write and submit to CLHO a detailed project plan with timelines, Gantt Chart, final work breakdown structure	By 6/10	Jill Hutson

#### *Engage Communities Across Oregon*

Key Activity	Time Frame	Contract Team Lead(s)
Plan, facilitate, and recruit for 10 regional meetings across Oregon with participation by local elected officials, local community partners, state and local health departments		Jill Hutson/ Robb Hutson
✓ Secure meeting space for each regional meeting	July 2016 - September 2016	
✓ Work through CLHO and LPHA to identify stakeholders to invite to each meeting. Set goals for number and type of attendees at each meeting.	July 2016 – October 2016	
✓ Support LPHA with materials and templates to use in inviting/encouraging stakeholders to attend.	August 2016 – January 2017	
✓ With permission from CLHO/LPHAs recruit and invite participants to attend	August 2016 – January 2017	
✓ Develop agenda and facilitation guides in collaboration with CLHO <ul style="list-style-type: none"> <li>○ Review facilitation guides after each meeting to make adjustments/improvements</li> </ul>	July 2016 – October 2016	
✓ Develop all materials necessary to support the regional meetings (i.e.	July 2016 –	

recruitment flyers, presentations, and training agendas) to support the education and understanding of the foundational public health services	January 2017	
<ul style="list-style-type: none"> <li>✓ Conduct meetings <ul style="list-style-type: none"> <li>○ After <u>each</u> meeting, conduct internal/external review of each meeting to continuously improve quality)</li> </ul> </li> </ul>	September 2016 – January 2017	
<p>Educate communities on the new model for public health and facilitate feedback in creating new partnerships for improved health and working across jurisdictional boundaries</p> <ul style="list-style-type: none"> <li>✓ Create experiential and collaborative learning activities and tools to support learning the new model of public health and conceptualizing cross jurisdictional partnerships; utilize <i>Coalition of Local Health Officials Public Health Modernization Communication Toolkit</i> in developing educational materials/tools</li> <li>✓ Test learning tools with at least one representative focus group</li> <li>✓ During 10 regional meetings facilitate learning activities and discussions about cross jurisdictional partnerships; success stories, opportunities for cross-jurisdictional sharing (CJS), including themes of barriers and opportunities</li> <li>✓ Meetings will be video recorded to accurate, complete collection of information about partnerships, CJS, opportunities, challenges, and success stories</li> </ul>	July 2016 – February 2017	Jill Hutson/ Stephanie Young-Peterson
<p>Create summaries from each regional meeting that identifies state and local opportunities and challenges to implementing the Foundational Public Health Services model</p> <ul style="list-style-type: none"> <li>✓ Analyze (using qualitative analysis methods) and synthesize information from each of the 10 regional meetings</li> <li>✓ Create a written summary and a 7-10 slide “pitch deck” (with a narrative thread) that conveys what findings and results about challenges and successes related to implementing the Foundational Public Health Models in each region</li> </ul>	September 2016 – February 2017	Robb Hutson
<p>Identify successful models of public health efficiencies, CJS and systems barriers to implementing Foundational Public Health Services through :</p> <ul style="list-style-type: none"> <li>✓ Review of analyses/findings from regional meetings</li> <li>✓ Collecting information (if necessary) through key informant interviews with individuals within CLHO, LPHAs other County Government Officials, and OPHD</li> <li>✓ Create summary documents conveying information about successes in public health efficiencies and CJS</li> </ul>	October 2016 – April 2017	Jill Hutson/ Stephanie Young-Peterson

*Support and continue the implementation of the Foundational Public Health Services model in Oregon by developing tools for state and local health departments using feedback and information provided during the regional meetings.*

<b>Key Activity</b>	<b>Time Frame</b>	<b>Contract Team Lead(s)</b>
Develop a roadmap for jurisdictions, including steps to move from current system to new system ✓ Create written and graphically enhanced tools which convey concrete, achievable, feasible steps for transitioning theoretically, operationally and functionally to Foundational Public Health Services Model ✓ Ensure that tools directly connect to addressing results of assessments undertaken by counties in 2015-2016 ✓ Test tools with representative focus groups	February 2017 – August 2017	Jill Hutson/ Stephanie Young-Peterson
Develop a local and state PH Modernization Implementation Planning Tools ✓ Create a planning template and user guide with step by step planning instructions to walk users through planning for implementing Public Health foundational capabilities and programs ✓ Create and include decision tree models that support critical decision points ✓ Include practical tools for operationalizing modernization plans such as sample (or example) intergovernmental agreements or memoranda of understanding for shared services	February 2017 – August 2017	Jill Hutson/ Robb Hutson
Collaborate with CLHO staff to tailor tools where appropriate to support alignment with National Voluntary Public Health Accreditation ✓ Develop tip sheets or tools that “cross walks” PHAB Standards & Measures with Public Health Foundational Capabilities and Programs	On going	Jill Hutson

*Provide on-going technical assistance based on needs identified in regional meetings.*

<b>Key Activity</b>	<b>Time Frame</b>	<b>Contract Team Lead(s)</b>
Work with state and local health officials to develop a technical assistance work plan	February-March 2017	
✓ Provide on-going technical assistance to support communities/LPHAs and state HD in using the roadmap and tools developed and assist communities in the identification of additional partnerships in areas ripe for increased sharing (i.e. state and local, CJS, community partner sharing) or regional models ✓ Conduct 3-4 proactive Technical Assistance phone calls to each community & State HD ✓ Track all TA calls and capture information about successes and challenges ✓ Prepare and conduct 1 to 4 webinars for state and local health	Through February 2018	Jill Hutson/ Stephanie Young-Peterson

departments		
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*Communications (Internal and External)*

<b>Key Activity</b>	<b>Time Frame</b>	<b>Contract Team Lead(s)</b>
Work with CLHO staff to design, brand, and publish final materials	November 2016 – February 2017	Robb Hutson
Work with CLHO staff to use the <a href="http://www.oregonclho.org">www.oregonclho.org</a> website to publicize events, grant-funded activities, tools and other materials to be made available to state and local public health.	Ongoing	Robb Hutson