

HEA 1391 PILOT PROJECT PLANNING

	3/14	4/14	5/14	6/14	7/14	8/14	9/14	10/14	11/14	12/14	1/15	2/15	3/15	4/15
READINESS REVIEW OUT TO ALL AAAs		X												
READINESS REVIEW DUE INTO DA			X											
PILOT SITES SELECTION				X										
GROUP MEETING TO REVIEW HEA 1391 REQMTS				X										
MEETING WITH REP. CLERE					X									
EVALUATION OF NEEDS ASSESSMENT TOOLS					X									
COST SHARE APPROVAL								X						
IN-SITE CHANGES DEETERMINED								X						
REASSESS EACH PILOT'S FINANCIAL & STAFFING NEEDS										X				
PERFORMANCE MEASURES ADOPTED BY CHOICE BRD											X			
QA TOOLS AND TIMEFRAMES ESTABLISHED										X				
POLICIES FINALIZED												X		
CASE MANAGEMENT RATE ESTSABLISHED												X		
INsite FINAL CHANGES AND TESTING	X													
STAFF & AAA TRAINING														

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GO-LIVE	
REPORTS DUE	X----- ---

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ID #	Description	Notes	Responsible Party	Target Start Date	Target End Date	Status
<b>Plan Development</b>						
1.	Send out readiness review “application”		DA			Complete
2.	Review of two program design options		AAA 2 & 12			Complete
3.	Review of readiness analysis from AAAs		DA			Complete
4.	Selection of pilots		DA			Complete
5.	Meeting of pilot to discuss legislation requirements		DA			Complete
6.	Review of optional needs assessment tools		Pilot Task force			Complete
7.	Self-assessment tool sent to pilots to evaluate funds and staff available		DA			Complete
8.	Individual calls with each AAA pilot to discuss self-assessments		DA			Complete
9.	Draft performance measures		DA			Complete
10.	Draft scorings for Needs Assessment		Real Services & LTR			Complete
11.	Draft caregiver assessment		kgg			Complete
12.	Draft client intake information		Debbie & Roeing			Complete
13.	Draft assessment scoring in INsite		Roeing			
14.	Draft operational policies		Debbie & Kgg			
15.	Caregiver assessment in INsite		Roeing			

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