

Key: Not Started: In Progress: Complete: Community member involvement:

Team: MN Department of Human Services: Katherine Finlayson, Andy Ansell; **MN Department of Health:** Rob Yaeger, Krissie Guerard, Chrissy Jones; **Hennepin County:** Jonathan Hanft, Carissa Weisdorf, Thuan Tran, Patrick Tschida

November – March 2016

Start by	#	Activity	Lead:	Who else	Complete by	Notes	status
Nov '15	1.0	Prepare New Member Orientation Packet	Patrick	Thuan, Carissa, Rob, Katherine	1/12	Ask former planning body members what they found useful	
Nov '15	1.1	Preparation of January meeting agenda *Jan meeting no business	Rob	Patrick, Thuan, Carissa, Andy & Katherine	1/12	*Needs to include new member orientation piece. Feedback from current members: what types of documents used previously are helpful? Determine what goes forward, what doesn't. "Rituals? "Bag of chips, lighting of candle – why do this? What's the significance?" – decide at first meeting with members. Breaking the Ice skit needed?	
Dec '15	1.2	Recruit for identified government position deficiencies	All	All	2/4	Dept of Community Corrections; Dept of Ed; Medicaid.	
Dec '15	1.3	Communication Plan	Patrick	Krissie & Roy, Andy & Katherine	Ongoing?	See separate document	
Dec '15	1.4	Website of new planning body	Carissa	Patrick, Rob, Andy, Katherine	Ongoing?	What staying from current websites, what needs to be created? Who is "in charge" of maintaining? Need a Prevention partner? Carissa to do research, need to loop back with Bill Belknap, MDH & DHS folks re: roll out *maintenance of website – includes Council going forward	
Jan	1.5	Bylaws complete & ok'd by grantees	Patrick	Krissie Katherine	1.21	Final to review at 1.21 IP meeting, need "ok" by each grantee	
Jan	1.6	Award letter signed by DHS, MDH, HC for MNCHACP members	Patrick	Krissie, Katherine	Fe	*need to include logos DHS, MDH, HC *care & prevention language	
Jan	1.7	Budget for new integrated effort	Jonathan	Krissie, Katherine	2/4		
Jan	1.8	February Council meeting agenda	Patrick		2/9		

Jan	1.9	Create charter between grantees & new planning body	Jonathan	Rob, Katherine		Will identify grantee responsibilities. Use existing Mous to guide process, post to Basecamp. Henn Co meeting w/Consultant	
Jan	1.10	IGCA signed by all grantees	Jonathan	Krissie, Katherine		Goes to Henn Co board at Feb meeting for signature Minneapolis reviewing. Ramsey County, DHS, MDH ok to move forward	
Feb	2.0	Develop Integrated Prevention & Care Comprehensive Plan	PAC				
Feb	2.1	Convene meeting to develop SCSN	Patrick				
Feb	2.3	Facilitator Training for Co-Chairs				What type of facilitator training? Who decides? All grantee?	
Feb	2.4	Find document sharing option for grantees & MNCHAPC members				Current Basecamp not an option	
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Mar	3.0	2017 meeting locations				Meet elsewhere in MN?	
May	3.1	Create epidemiology profile					
June July	6.0	Biennial RY Service Prioritization					
Aug	8.0	Biennial RY Service Allocation					
Aug		Assessment of the Administrative Mechanism					
Oct		Quality management update					
Oct		Clinical Update	Dr. Henry?		Oct		