

IMMEDIATE PRIORITIES/NEXT STEPS	
Tasks	Who Is Responsible
1. Implement process (database) for grants management	1. Drema Mace/Terri Baker/Joyce Martin
2. CHERP online	2. Haylee Heinsberg
3. Opioid Toolkit Replications	3. Drema Mace/Terri Baker
4. Hub & Spoke grant application	4. Drema Mace
5. Criterion 1: WVSOM Accreditation	5. Drema Mace/Terri Baker
6. Develop Plan for Children's Program implementation	6. Joyce Martin
7. Work with ORSP to create and connect a shared platform for WVSOM/statewide research and scholarly activity.	7. Courtney Hereford
8. Implementation phase of Chronic Pain Self-Management Program Research Project	8. Sally Hurst
9. Finalize Benedum Foundation grant final report & implement WVCTSI work plan, USDA work plan & Benedum renewal	9. Sally Hurst

A CALL TO ACTION

Goal 1: INTERNAL CAPACITY BUILDING

Objective	Progress to Date	Key Action Steps	Evaluation Methods
<i>Develop and implement a process (database) for CRCH grants management</i>	<i>Sent initial documents to J. Martin and T. Baker for review</i>	<i>Review various processes for managing CRCH grant activity</i> <i>Choose a process</i> <i>Implement the process</i>	<i>Did we develop a tool for management of CRCH grant activity</i>
<i>Provide opportunities for CRCH staff to attend state and national conferences and workshops</i>	<i>Any requested travel has been approved.</i>	<i>Use one staff meeting for all staff to bring annual travel plans to the table so that we can strategically plan our representation at workshops, conferences and training as much as possible</i>	<i>Did each CRCH staff member receive at least one professional development opportunity?</i>
<i>Continue AmeriCorps Program</i>	<i>All AmeriCorps requirements have been met or will be met by the end of the grant year.</i>	<i>Assign AmeriCorps members to cover outreach needs in our communities.</i>	<i>Did we meet all the requirements of the AmeriCorps program?</i>
<i>As we expand the CRCH and add staff, work with Facilities management and Dr. Nemitz to determine a space better suited to our work with communities.</i>	<i>Submitted floor plan for need to Dr. Nemitz.</i>	<i>Set up a meeting with Will Alder to discuss options available.</i> <i>Meet with Dr. Nemitz to discuss possibilities.</i> <i>Create a plan to submit to Dr. Nemitz for approval.</i> <i>Move the CRCH into new space.</i>	<i>Did we submit a plan?</i> <i>Did we find suitable space and move the CRCH?</i>
<i>WVSOM Accreditation Committee Participation to represent work of CRCH</i>	<i>Draft of how to organize material completed</i> <i>Notebook of all documents prepared</i> <i>Prepared draft document to complete for Criterion I</i>	<i>Complete Criterion I draft document for submission to Accreditation Coordinator</i>	<i>Did we submit Criterion I document to the Accreditation coordinator?</i>

<i>Implement a revised CRCH Website</i>	<i>Met to discuss previous versions Discussed with Kim Ransom, IT</i>	<i>Contract with outside vendor for development and implementation of CRCH website CRCH staff meeting to review existing websites Ensure that CRCH has administrative rights</i>	<i>Did we implement a CRCH Website?</i>
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Goal 2: CHERP LEVEL 1 ONLINE TRAINING DEVELOPMENT AND IMPLEMENTATION

CHERP Level 1 Online Training Platform	Progress to Date	Key Action Steps	Evaluation Methods
Draft and complete a strategic plan and project outline including action steps, scope of work, timeline, etc. to create a CHERP Level 1 online training program for CHWs. Finalize a work timeline to be completed by June 30, 2019.	July-August 2018; in progress	<ol style="list-style-type: none"> 1. Minimum of 2 hours weekly meetings between instructors/developers. 2. Correspondence and meetings set with IT Director/Staff. 3. Correspondence and meetings set with instructional designer, including a meeting with IT. 	<ol style="list-style-type: none"> 1. Were project plans and timeline created? 2. Were the meetings held?
Conduct meetings with other CHW programs within the region specific to the needs and characteristics of rural Appalachia or a successful gold standard CHW program outside the region to gather information, collect data, etc.	August-September 2018; Visit UK HomePlace in Aug.	<ol style="list-style-type: none"> 1. Travel to UK HomePlace 2. Contact other CHW programs in other States or review data and information from CHW program search. 3. Present findings to WVSOM administration, staff, etc. 	<ol style="list-style-type: none"> 1. Were meetings held? 2. Were data and information collected? 3. Were the findings presented?
Contract Instructional Designer for building the online platform and overall training site starting with CHERP Level 1 and external corresponding tools and resources, and additional external complementary training opportunities for competency capacity building. Involve IT in ongoing decisions and processes as needed and evaluation of progress as appropriate.		<ol style="list-style-type: none"> 1. Contract, etc. submitted to OBA 2. Conduct research and purchase design software with IT advisement 3. Build platform 4. Training modules 5. CHW Profile/Registry/CHERP # 6. Training certificate and billing 7. Reporting features for assessment and evaluation 8. Internet links to corresponding tools, resources and external complimentary trainings. 	<ol style="list-style-type: none"> 1. Was contract completed? 2. Was research completed and software purchased? 3. Was scope of work for online platform (action steps 3 - 8) components completed? 4. Was evaluation of progress completed as appropriate?
CHW Programs Comparative Analysis: a. Review and analyze data and information from other States' CHW programs. b. Review and analyze data collected		<ol style="list-style-type: none"> 1. Instructors/developers meet at least weekly. 2. Perform a comparative analysis of selected criteria appropriate and feasible for the CHERP CHW Program. 	<ol style="list-style-type: none"> 1. Did instructors meet weekly? 2. Was the comparative analysis completed? 3. Was the project plan adjusted to include selected criteria for a successful CHW program within

from WV AmeriCorps CHWs (June 2017). c. Compare CHERP Program to C3 Report national recommendations. d. Make adjustments to CHERP Program as needed per results and recommendations from comparative analysis and update the project plan accordingly.			context of West Virginia?
Review current educational material, tools, workbooks, etc. for necessary updates.		1. Instructors/developers meet at least weekly.	1. Did instructors meet weekly?
Select and compile educational components: content, videos, illustrations, interactive tools, etc. for the online training platform and provide to the Instructional Designer.		1. Instructors/developers meet at least weekly. 2. Compile training material and take necessary action to develop material in appropriate online delivery format.	1. Did instructors meet weekly? 2. Was training material compiled and adjusted for online delivery format.
On-going meetings with instructors/developers, instructional designer, and IT for regular communication, decision-making, and problem-solving, etc. to meet tasks and goals of the scope of work and project timeline.		1. Instructors/developers meet at least bi-monthly with instructional designer. 2. Monthly meetings with IT. 3. Monthly platform review and make adjustments as needed.	1. Did bi-monthly reviews and regular meetings and communication occur between instructors/developers and the instructional designer? 2. Did monthly meetings with IT occur? 3. Were monthly review of platform completed?
Alpha test mid-way of platform completion to evaluate the quality of the product and ensure Beta readiness.		1. Identify a heterogeneous group of testers (trained CHERPs and other select primary stakeholders) for alpha testing. 2. Testers provide feedback and any critical or important issues. 3. Collect alpha test results.	1. Alpha test was implemented? 2. Testers provide feedback and critical or important issues were fixed? 3. Does the product work?
Adjustments and recommendations communicated and made as identified in the alpha test.		1. Feedback and alpha results communicated to instructional designer and/or IT prior to continuing production and design.	1. Adjustments from alpha testing were completed to address critical or important issues?
Completion and review of CHERP Level 1 online training platform.		1. Instructional designer completes platform (learning management system). 2. Instructors/developers review with instructional designer to identify any necessary changes, etc.	1. Review was completed and adjustments were made? 2. Platform was completed and finalized?
Plan and implement primary stakeholders meeting.		1. Identify stakeholders. 2. Plan meeting, agenda, logistics, and	1. Was the stakeholders meeting implemented?

		include key staff. 3. Take users on a guided tour of the product to answer questions.	2. Do stakeholders like the product?
Beta test with primary stakeholders for an internal and external review of platform site.		1. Identify stakeholders for beta testing. 2. Evaluate stakeholder satisfaction and ensure release readiness. 3. Collect beta test results.	1. Beta test was implemented? 2. Stakeholders provided feedback? 3. Is the product ready for release?
Make adjustments as identified from beta test.		1. Communicate results of beta test to instructional designer and/or IT. 2. Fix critical or important issues.	1. Were beta test results communicated to appropriate parties? 2. Were critical or important issues fixed or addressed?
Final review and approval from key stakeholders.		1. Correspondence with key stakeholders about final review and approval.	1. Was the final review completed? 2. Was the product approved? 3. Is the product ready for public release?
Marketing plan is developed and implemented to promote CHERP Level 1 online training.		1. Identify target market. 2. Develop marketing material. 3. Disseminate marketing material.	1. Was marketing plan developed and implemented?

Goal 3: DEVELOP AND IMPLEMENT OPIOID PREVENTION, AWARENESS AND TREATMENT RESOURCES

Objective	Progress to Date	Key Actions Steps	Evaluation Methods
<p>Replicate toolkits for West Virginia Counties as funding is available.</p> <p>Replicate toolkits for Washington D.C. Metro Area</p>	<ol style="list-style-type: none"> 1. Boone, Kanawha, Cabell, Mercer have been replicated 2. Met with Wash D.C. Metro Area representatives and submitted budget for grant funding 	<ol style="list-style-type: none"> 1. Continue to work with BBHFF and SAMHSA to replicate toolkits in WV Counties – start with Berkeley 2. Work with Washington DC Metro Area representatives to determine if it is feasible to consult with them for replication of the toolkit 	<p>How many toolkits have been replicated for West Virginia counties?</p> <p>Was the toolkit replicated in Wash D.C. metro area?</p>
<p>Continue partnership with WVU on “Rural Response to the Opioid Epidemic: from data to action” grant.</p>	<ol style="list-style-type: none"> 1. Chair of Steering Committee – all meetings held 2. Attended NIDA annual meeting to report on progress 3. Consortiums developed in Wyoming and Boone Counties 4. Visited Boone, Wyoming, Mercer and Mingo numerous times 5. Prepared state plan for Wyoming County 	<ol style="list-style-type: none"> 1. Complete final progress report – year 1 2. Develop Year 2 plan & budget 3. Steering committee reassessment and revision of roles & responsibilities 4. Work to develop Consortiums in additional 4 counties covered by the grant. 	<p>Did we meet the objectives of the grant?</p> <p>Did we develop consortiums in 4 counties</p>

Write grant to BBHFF for a Hub & Spoke model partnership for Raleigh and Greenbrier Counties	<ol style="list-style-type: none"> 1. Met with all partners 2. Drafted 1st round for review 3. Met with Wash. D. C. partners 4. Established a writing team 	<ol style="list-style-type: none"> 1. Finish grant application 2. Manage grant if funded 	Were we awarded the grant?
Student AHEC Projects relative to Opioid Abuse and related infectious diseases	<ol style="list-style-type: none"> 1. Precepted 4 student groups 	<ol style="list-style-type: none"> 1. Set up preceptorships for 2018-2019 school year. 2. Implement projects 	How many AHEC student projects were completed?

Goal 4: DEVELOP AND IMPLEMENT A CHILDREN & YOUTH FOCUSED HEALTH EDUCATION PROGRAM

Objective	Progress to Date	Key Actions Steps	Evaluation Methods
Prepare a plan outlining the Children & Youth Health Education Program.		<ol style="list-style-type: none"> 1. Contact Elementary/Secondary schools in Greenbrier County to determine health education needs 2. Prepare a plan to meet the needs of the Greenbrier County Schools 3. Ask Dr. Bridget Morrison to be an advisor as she is already doing Life Skills training in schools 	<ol style="list-style-type: none"> 1. Was a plan developed?
Provide Children & Youth Health Education Programs in the schools in Greenbrier County		<ol style="list-style-type: none"> 1. Focus on 2 schools per quarter based on the need expressed by the individual schools 2. Link into already established health education programs and enhance them with educational materials. 3. Schedule and conduct educational sessions in Greenbrier County schools 	<ol style="list-style-type: none"> 1. Were school health education sessions implemented? 2. Results of pre-, post tests from selected schools.
Provide resources on the CRCH website for teachers in Greenbrier County		<ol style="list-style-type: none"> 1. On updated CRCH WebSite, implement a section just for teachers that will include materials, tools, link to ABRA materials, instructions for how to request additional materials from CRCH, etc. 	<ol style="list-style-type: none"> 1. Was the teachers section implemented on the CRCH updated Web site?
Participate in on and off campus children & youth educational outreach activities		<ol style="list-style-type: none"> 1. Keep abreast of on campus or community activities provided for children and youth 	<ol style="list-style-type: none"> 1. In how many on campus and community events for youth and

		2. Attend all events as appropriate and feasible	children did we participate?
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Goal 5: FOCUS ON RESEARCH EXPANSION IN WEST VIRGINIA AND INTERNAL RESEARCH CAPACITY BUILDING

Summary: Work with Dean/ORSP, WVCTSI, SWC, CRCH/GCHA, and community-based health orgs and partners to develop and coordinate research/scholarly activity opportunities among students, faculty, SWC and community stakeholders. The goal is to build research capacity for meeting the requirements of WVCTSI.

Objective	Progress to Date	Key Action Steps	Evaluation Methods
Work with Dean/ORSP to develop statewide research/scholarly activity opportunities and connect students, faculty, preceptors, and community partners to opportunities to support WVCTSI research capacity.	<p>WVSOM HRP SOP updated 2/18; Legal Office's latest draft of Research and HIPAA Reg 6/18; data sharing agreement in place as of 6/18.</p> <p>Transition in ORSP and work with Legal on processes and procedures; transition at RCBC; time of growing pains and opportunity.</p> <p>Established standing ORSP/CRCH meeting every 3 weeks; JBH interested and supportive of community-based research and expanding throughout SWC. Working with ORSP to create shared research/</p>	<ol style="list-style-type: none"> 1. Meet regularly with ORSP to increase transparency on projects and processes, exchange ideas and expertise, and troubleshoot issues. Request guidance and joint participation in ORSP/CRCH activities (i.e. SWC visits, research events and presentations, GCHA events, student activities. etc.) 2. Work with ORSP to create and maintain internal research/scholarly activity tool between offices to connect and disseminate opportunities throughout WVSOM and state. 3. Work with ORSP to develop research/scholarly activities with SWC, GCHA, and community partners. 4. Support WVSOM faculty and students to conduct research and to publish research. 5. Assist ORSP in their priorities and promote integration/inclusion into their work 6. Cross promotion of WVCTSI, CRCH/GCHA, SWC, ORSP resources 7. <i>Develop larger Research Recognition Day like that at VCOM?</i> 	<ol style="list-style-type: none"> 1. Are ORSP and CRCH meeting and communicating regularly? --every 2-3 weeks 2. Is research/scholarly activity tool being utilized and maintained? --by month 3. Are ORSP and CRCH coordinating activities? Which activities/events? 4. # students/residents/faculty referred between offices? 5. # active on research and scholarly activity? 6. # projects initiated/coordinated between ORSP and CRCH? 7. # WVSOM research projects/ # scholarly activity projects --SWC/on-campus?

	scholarly activity tool to facilitate transparency, coordination, and referral among ORSP/CRCH (presentations, meetings, clubs, etc.)		
Work to promote WVCTSI projects, membership, and resources throughout WVSOM community and statewide partners.	<p>Work with Dr. Landvoigt and Dr. Cochran loosely; developing relationship with Dr. Liu. Encouraging all to utilize my support</p> <p>Completed 4 of 10 focus groups with WVCTSI CEO core. On board for Boots on the Ground curriculum development</p> <p>Advocating pilot project funding among WVSOM Wellness workgroup and culinary med interest group. CAH presenting more to WVSOM stakeholders and statewide partners and more vocal on WVCTSI resources (Wild Med, WVSOM Resource Night, Club Night, Alumni CME event, LGBTQ series, Research Club, etc.)</p>	<ol style="list-style-type: none"> 1. Continue to prioritize WVCTSI CEO personnel and projects wherever needed 2. Educate and promote WVCTSI, membership and resources; Stay up-to-date and disseminate CTSI opportunities. 3. Provide WVCSTI coordination and navigational assistance to interested stakeholders. 4. Promote and encourage WVCTSI project proposal and application for (pilot) project funding, as well as CTSI project resources 5. Promote current and developing collaborative projects with WVCTSI partners (Marshall, WVU, CAMC, VA, NIOSH) 6. <i>Improve clarification of my WVCTSI federal funding and citing/publishing requirements from beginning of project discussion</i> 	<ol style="list-style-type: none"> 1. Participation in WVCTSI core activities 2. # referrals to WVCTSI --may be difficult to gauge directly 3. # new WVCTSI members from WVSOM community? --SWC/on-campus --students/residents/preceptors 4. # new statewide partners 5. # Active members and resources utilizing 6. # WVCTSI projects applied for? --small/collaborative/launch/UK 7. # active projects I'm involved in --students/faculty/partners
Develop working relationship among Statewide Campus (SWC) , ORSP and community partners to develop statewide and regional opportunities for research and scholarly activity	<p>Met with Dr. Nemitz and leadership team Jan/Feb 2018; Met with Dr. Haller and Joan in 2/18; Presentation to all SWC Deans and Directors in 3/18; Presentation to MOVVHA in 3/18; Met with MOVVHD 3/18;</p>	<ol style="list-style-type: none"> 1. Continue to develop ideas of residents, preceptors, and partners throughout SWC and network among them 2. Collaborate with partners such as RHI and SEAHEC on initiatives and activities 3. Travel to SWC sites, gauge research/scholarly activity interests and needs, and make connections for WVSOM research, scholarly activity, and professional development 	<ol style="list-style-type: none"> 1. # SWC partners --org type? (i.e. FQHC, LHD, hospital, etc.) 2. # SWC projects --research/scholarly activity 3. # WVSOM students/res/etc. involved on projects --year & location 4. # of trips made to SWC sites?

	<p>Coordinated meeting among SWC-CW and MOVHD; several meetings with Westbrook/MOVHD since</p> <p>Have met several residents and preceptors within SWC (SE, NW) interested in research—discussing their ideas (Wild Med, fairs, Alumni presentations, etc.)</p>	<p>--Invite ORSP, President, and others interested</p> <ol style="list-style-type: none"> 4. Encourage faculty/preceptors to include 3rd and 4th year students on projects and work to build compliance of reporting student involvement 5. Develop student roles and responsibilities for SWC research and scholarly activity opps 6. Work to connect faculty/SWC researchers onto collaborative projects with other institutions as they show interest and offer CTSI, ORSP, CRCH navigational assistance 	<p>--attendees from WVSOM?</p> <ol style="list-style-type: none"> 5. # hours of faculty development offered? 6. # research electives for academic credit? 7. WVCTSI affiliation?
<p>Work with CRCH/Greenbrier County Health Alliance, ORSP, and community partners to build partnerships and infrastructure for community-based (participatory) research opportunities</p>	<p>Continual growth and transition of GCHA to community hub; opportunities for research and community engagement (i.e. community kitchen, culinary med, gleaning, ambassadors, etc.); ORSP is very interested in developing CBPR and culinary med</p> <p>Partnership with WVU East and development of culinary med tract through WVSOM/Tulane</p> <p>GCHA met with student group to develop research and interest group</p>	<ol style="list-style-type: none"> 1. Continue to work with GCHA to document, validate, and disseminate community engagement projects and activities. Translate work and findings throughout CTSI and partner fields. 2. Aspire to publish and present findings on engagement survey and assist with toolkit 3. Partner with GCHA to develop ideas and opportunities for community-based research & culinary medicine 4. Develop culinary medicine/research student interest group & recruit students for research and project development 5. Develop research interest group with community members 6. Cross-train students/faculty and community partners on research, CEnR and CBPR 7. Continue to promote CRCH/GCHA work and opportunities throughout WVSOM, WVCTSI, SWC, and community partners. Work with CRCH to provide a newsletter/email blast/update on research and community engagement activities and opportunities for dissemination throughout 	<ol style="list-style-type: none"> 1. Is GCHA meeting with ORSP to develop ideas around community research and scholarly activity? Legal? 2. Are projects being developed? 3. # community based projects? 4. # community-engaged research (CEnR)? 5. # community based participatory research projects (CBPR)? 6. # community members participating in projects 7. # community members LEADING projects 8. # WVSOM students and faculty participating in projects? What kind of credit are they obtaining for participation? 9. Are activities being disseminated? How & to whom? 10. Are WVSOM members being trained in CEnR and CBPR? 11. Are community members being trained in research, CEnR and CBPR?

<p>Work with community-based health organizations and partners to develop statewide research/scholarly activity opportunities and recruit and connect interested WVSOM faculty/students/preceptors</p>	<p>Research study initiated--ORSP submitted for harm reduction by Westbrook (PI Limegrover) with partnership at MOVHD and Minnie Hamilton</p> <p>Working with KPCC and Council of Churches on first responder study (participation on hold due to CTSI affiliation)</p> <p>Working with Marshall, Highmark/Family Care, and WVU on MATCP study & trying to integrate SWC student</p> <p>Working with WVU and HEPC to develop survey on retention of rural WV PCPs</p> <p>Developing ideas with GCHA and community partners (WVU East, Health Yeah, Montwell Park, etc.)</p> <p>Have reached out to Landvoigt, Cochran, Lovett, B Morrison, E Thomas, Morris-Wiman, Smith-Kelly, Carrier, Martin, Nazar, Schmidt, Morrow, Schaper, Pepper, Bridges, Hanna on research opps/ideas.</p>	<ol style="list-style-type: none"> 1. Westbrook ORSP submitted; work on CITI training and IRB authorization and agreement (and comprehension) for study partners --Conduct lit review, survey & protocol development. --Work with SWC to formalize details of the research study, personnel roles & rotation possibilities for students in SWC --Recruit interested students in SWC-CW 2. Continue to assist partners in development of studies and projects and encourage WVSOM and WVCTSI collaboration from both ends 3. Continue to develop ideas for community based (participatory) research & encourage WVSOM/ WVCTSI/ SWC/ community collaboration 4. Get out to communities and advertise CRCH and CTSI resources and opportunities 	<ol style="list-style-type: none"> 1. # partners working with? Who and where? 2. # projects initiated? Completed? 3. # research projects 4. # community-based projects 5. # community-based participatory research projects? 6. Professional development offered? 7. WVSOM students/faculty/SWC participating? 8. WVCTSI involvement?
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Goal 6: PROMOTE EVIDENCE-BASED PROGRAM TRAINING AND IMPLEMENTATION STATEWIDE

Objective	Progress to Date	Key Action Steps	Evaluation Methods
Sustain current programs and expand reach through partnership development and training	<ul style="list-style-type: none"> Up to date and on-going 	<ol style="list-style-type: none"> Maintain license requirements and relationship with Stanford Conduct presentations to build support for EBP implementation Conduct trainings as needed to increase capacity for statewide implementation 	<ol style="list-style-type: none"> Stanford certification is maintained, Stanford license report? List of presentations? List of partner organizations and trainings?
Provide leadership for statewide collaboration to develop WV EBP data tracking and sustainability plan	<ul style="list-style-type: none"> WV Health Connection MoUs accomplished Business plan and payers in progress 	<ol style="list-style-type: none"> Form EBP steering committee including WVSOM, WVU, MU, BPH and Quality Insights Develop MOU's identifying reporting requirements and data entry responsibilities Develop business plan for each EBP program Meet with payers to negotiate reimbursement plan 	<ol style="list-style-type: none"> Steering committee member list and meeting schedule? MOU's and data protocols? Business plan for Stanford programs; other business plans? List of payers and progress towards reimbursement ?
Expand menu of evidence-based programs offered by CRCH	<ul style="list-style-type: none"> Chronic Pain license obtained Initial training complete Data tracking system established Implementation of research project in 	<ol style="list-style-type: none"> Establish Chronic Pain Self-Management license Recruit Master & leader trainers Develop data collection plan Secure funding Conduct training Implement program 	<ol style="list-style-type: none"> Chronic Pain Self-Management license obtained? List of people interested in becoming Master trainers & leader trainers? Did we develop data tracking system? Did we Identify collaborative funding sources?

	<p>progress- 6 workshop locations + 6 control groups</p> <ul style="list-style-type: none"> • ACL Grant -application developed for Academy for EBP- Not funded 		<ol style="list-style-type: none"> 5. Did we develop contact, schedule and implement training? 6. Schedule and implementation?
Assist with implementation of Workshop Wizard as an integrated statewide data management system for EBP'S	<ul style="list-style-type: none"> • Trained in data entry • Existing data entered – First report Aug. 2018 • On-going meetings with state-wide team 	<ol style="list-style-type: none"> 1. Get trained on data entry 2. Enter existing data 3. Continue to meet with WW team to plan statewide implementation 	<ol style="list-style-type: none"> 1. Was training conducted? 2. Did we report on CRCH data? 3. Do we have an Implementation plan?
Objective	Progress to Date	Key Action Steps	Evaluation Methods
Develop a model referral system in Workshop Wizard for clinics to link patients to community EBP's	<ul style="list-style-type: none"> • In progress – OHSR taking the lead 	<ol style="list-style-type: none"> 1. Identify referral team at RCBC, Rainelle Medical Center and Greenbrier Clinic 2. Develop referral plan and process steps for getting referral to “referral wrangler” 3. Define “ referral wrangler” job description and recruit and train someone in the position. 4. Begin referring patients 5. Track referrals and provide info back to the referring provider 6. Replicate in other communities 	<ol style="list-style-type: none"> 1. List of clinics and referral team members? 2. Are Referral plans defined with protocols? 3. “Referral Wrangler’ job description, hired and trained? 4. Referral report completed? 5. Feedback loop defined and report given to providers? 6. Plan to replicate completed?
Provide leadership to develop statewide collaborative EBP infrastructure supports including: workshop calendar, data reports, referral structure, and sustainability plan	<ul style="list-style-type: none"> • Steering committee meets monthly • Statewide calendar and data report in place • Referral in progress 	<ol style="list-style-type: none"> 1. Assist with facilitation of steering committee plans to spread EBP and enter data into Workshop Wizard 2. Share model referral process and provide TA to establish regional EBP “referral wranglers” 3. Provide training and support to master trainers and leaders and referral organizations 	<ol style="list-style-type: none"> 1. Statewide calendar, data reports referral reports in place? 2. Statewide list of referral sites, list of wranglers and referral report? 3. List of new partners, technical assistance provided and trainings conducted?

Goal 7. DEVELOP SUSTAINABILITY PLANS FOR THE GREENBRIER COUNTY HEALTH ALLIANCE AS A REPLICABLE MODEL ORGANIZATION FOR COMMUNITY ENGAGEMENT

Objective	Progress to Date	Key Action Steps	Evaluation Methods
Continue implementation of Benedum project work plan	<ul style="list-style-type: none"> • 8 communities successful completion of 2 rounds of mini grants – final outcomes currently being assessed • Asset map complete - Press release and partner sharing in progress • Gleaning project in progress • Prescription project changed to local food processing project - in progress 	<ol style="list-style-type: none"> 1. Continue supporting Ambassadors 2. Implement use of asset map 3. Continue Gleaning project 4. Develop and implement prescription for fresh local food 	<ol style="list-style-type: none"> 1. List of Ambassadors, community partners, project descriptions and outcomes? 2. Asset map report? 3. Gleaning project report? 4. Rx for Fresh report?

Facilitate additional shared resources and community engagement projects	<ul style="list-style-type: none"> • Mobile Health Unit In progress • Non-profit board established, business plan, grant writing • Not doing Library project 	<ol style="list-style-type: none"> 1. Continue partnership development and planning of mobile health unit 2. Continue partnership development and planning of early childhood development center in Rainelle 3. Expand access to library resources across the county 	<ol style="list-style-type: none"> 1. Have plans for mobile health unit been developed? 2. Have plans for early childhood development center progressed? 3. Additional library resources exist?
Provide support to partner projects by facilitating strategic collaboration and resource sharing	<ul style="list-style-type: none"> • USDA grant - \$50,000 for local food collaboration • Development of Montwell park kitchen project • Culinary Medicine Certification planning partnership between WVSOM and GCHA • Management of 1.5 AmeriCorps positions 	<ol style="list-style-type: none"> 1. Participate in strategic planning for partner organizations 2. Assist with meeting facilitation and follow up 3. Develop MOA with partners 	<ol style="list-style-type: none"> 1. List of strategic planning partners and planning events? 2. List of project description and Alliance role clearly defined? 3. List of collaborative partnerships and MOA's?
Network with other health alliance/collaboratives	<ul style="list-style-type: none"> • MOVHA Chronic Pain Program partnership • WVU East culinary outreach education • Lifestyle Intervention Olfert Research Lab 	<ol style="list-style-type: none"> 1. Network with other health alliances to learn form each other 2. Share best practices 3. Negotiate collaboration for more effective use of resources and seeking additional funding 	<ol style="list-style-type: none"> 1. Network of Alliance meetings and collaborations? 2. List of best practices that we offer and learned about from others? 3. Collaborations established and grants written?
Expand reach of the Alliance across the Greenbrier Valley	<ul style="list-style-type: none"> • Greenbrier Valley Waste Not/Want Not • Regional Local Food Justice 	<ol style="list-style-type: none"> 1. Schedule quarterly meetings to develop relationships and shared plans to improve health across the region 2. Collaborate with Monroe, Pocahontas 	<ol style="list-style-type: none"> 1. Partner list and meeting schedule? 2. List of ways we are collaborating and sharing resources? 3. Additional communities are

	<ul style="list-style-type: none"> Taskforce Regional engagement of Veterans in local food initiative – in progress 	<p>and Summers Counties to share resources</p> <ol style="list-style-type: none"> Increase targeted communities 	<p>engaged?</p>
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Objective	Progress to Date	Key Action Steps	Evaluation Methods
<p>Develop continuation plans and submit proposals for continued funding</p>	<ul style="list-style-type: none"> 2 year Benedum renewal grant submitted - \$240,000 –Pending Alliance endowment established through GGVF - \$10,000 Developed independent fiscal management and accounting process Continued management of 1.5 AmeriCorps positions Two additional ambassador communities 	<ol style="list-style-type: none"> Develop plans for transfer of Executive Director leadership and seek funding support Approach Benedum to determine potential for 2 more years of funding to expand community engagement process and strategies Develop 2 year plan and seek funding Explore the possibility of establishing Alliance fundraiser and endowment 	<ol style="list-style-type: none"> Transfer of leadership as facilitator of Alliance activities is defined and fund is identified for salary and fringe? Discussions with other Benedum funded projects to explore continued Benedum funding and discussion with Benedum about continued funding? Plan defined and funding secured? Have fundraiser and endowment been planned?

<p>Develop CEnR opportunities in collaboration WVCTSI</p>	<ul style="list-style-type: none"> • Interest in research related to Waste Not /Want Not project – In progress • CEnR potential related to culinary education outreach • Interest in creating CEnR guidelines and policies to capture and support CEO project outcomes at WVSOM 	<ol style="list-style-type: none"> 1. Partner with WVCTSI and clinic staff to develop research project related to Rx for Local Foods 2. Engage students, WVCTSI staff and faculty 3. Document process and outcomes 4. Write it up and submit for publication 	<ol style="list-style-type: none"> 1. List of partner project descriptions and materials developed? 2. Research projects defined and list of partners? 3. Research data collected & reported? 4. Project report and article written?
<p>Track outcomes, document process and share success</p>	<ul style="list-style-type: none"> • Alliance survey of 120 partners- RedCap survey in progress • 'Voices from an Engaged Community' -video in progress • Community Engagement Toolkit - in progress. • RHC Poster complete • Article - pending 	<ol style="list-style-type: none"> 1. Define process, tools and lessons learned into a toolkit for developing a county wide Alliance for community engagement 2. Create a detailed final report 3. Write county-wide community engagement article for publication 4. Develop poster presentation to share process steps and lessons learned 5. Mentor Alliance/collaborative start ups 	<ol style="list-style-type: none"> 1. Report from survey 2. Was video produced? 3. Was toolkit completed? 4. Were all products disseminated?

