

# Exercise 1: ESM

Percent of Births with less than 18 months spacing between birth and next conception

	Year 1 (FFY 2016)	Year 2 (FFY 2017)	Year 3 (FFY 2018)
<b>Policies</b>	Health Insurance Plans policy to endorse and reimburse for Long-acting reversible contraceptives (LARC) & One Key Question (OKQ) including Medicaid	Medicaid Health Insurance Plan policy endorsement for use of OKQ and reimbursement for LARC immediate post-partum	
<b>Products</b>	OKQ resources for local use/providers	OKQ resources for local use/providers Updated LARC chart of Medicaid insurance coverage and coding for clinicians	OKQ training materials, local cadre of trainers Evaluation measures for Medicaid policy implementation Data collection for OKQ implementation Messaging for healthy behaviors to support preventive women's health and visits including reproductive life planning
<b>Programs</b>			
<b>Initiatives</b>	Promote & train providers to implement OKQ	Promote & train providers to implement OKQ Distribution of updated LARC chart of Medicaid insurance coverage and coding for clinicians	Promote & train providers to implement OKQ Analysis of OKQ data Distribution of updated LARC chart of Medicaid insurance coverage and coding Assess need for continued LARC training
<b>Events</b>	OKQ & LARC trainings Hawaii Maternal Infant Health Collaborative (HMIHC) meetings	OKQ & LARC trainings Contraceptive training for non-clinical staff implementing OKQ HMIHC meetings	OKQ & LARC trainings Contraceptive training for non-clinical staff implementing OKQ HMIHC meetings

**PROJECT WORKPLAN: ESM 1.1 Percent of Births with less than 18 months spacing between birth and next conception**

Task ID	Task	Start Date	End Date	Resources Partners
Policies 1.0	1.1 Create Medicaid policy on reimbursement for Long Acting Reversible Contraception (LARC insertion immediate post-partum prior to hospital discharge)	2015	11/10/16	<ul style="list-style-type: none"> <li>• Hawaii Maternal and Infant Health Collaborative (HMIHC) pre-interconception workgroup</li> <li>• Department of Human Services (DHS) Med-QUEST Division, (MQD);</li> <li>• Department of Health (DOH), Maternal and Child Health Branch (MCHB),</li> <li>• Preventive Health and Health Services Block Grant (PHHSBG);</li> <li>• University of Hawaii Family Planning Division (UH, FPD).</li> </ul>
	a. Work with MQD to support reimbursement of post pregnancy placement of LARC. Follow-up by MQD.	2015	11/10/2016	HMIHC pre-interconception workgroup, MQD
	b. Identified provider champion to test claims.	2016	2016	PHHSBG, UH FPD
	c. Tested live claims.	3/2016	Ongoing	UH, FPD
	d. Med-Quest released memo no. Q1-1613 Subject: One Key Question and Contraceptive Coverage. [Memo includes that QI Plans will increase access to contraceptive care by not requiring prior authorization for preventive contraceptive procedures, methods or devices included in all QI health plan's formulary. LARC devices shall have no utilization policies requiring step therapy or quantity limitations imposed. QI health plan preventive services for women will additionally include reimbursement for: Unbundling LARC, Reimbursement for	2016	11/10/2016	MQD

**PROJECT WORKPLAN: ESM 1.1 Percent of Births with less than 18 months spacing between birth and next conception**

Task ID	Task	Start Date	End Date	Resources Partners
	LARC Professional Services and provides attachment with sample listing of Basic IUD and Contraceptive Implant Coding]. For more information see Memo No. QI-1613 where a MQD provider hotline number is also provided.			
	1.2 Medicaid endorsement of the use of OKQ	2016	11/10/2016	HMIHC pre-interconception workgroup, DHS MQD, DOH MCHB & PHHSBG
	a. Med-Quest released memo no: QI-1613 One Key Question and Contraceptive Coverage [Memo includes that for Healthy Reproductive Life Planning OKQ is one of several evidence-based pregnancy intention screening tools available. By asking women the one key question, “would you like to become pregnant in the next year” in a confidential, non-coercive setting, pregnancy intentions can be indicated. Includes an attachment with four different answers stratified in the algorithm provided: yes, ok either way, unsure, or no and how to proceed.	2016	11/10/2016	MQD
	1.3 Contemplating pay for performance incentive for OKQ	2016	11/10/2016	HMIHC pre-interconception workgroup, DHS MQD, DOH MCHB & PHHSBG
	a. Med-Quest released memo no: QI-1613 Subject: One Key Question and Contraceptive Coverage [Memo includes that “by actively acknowledging a women’s reproductive health plan, health care providers can provide counseling and care to optimize health prior to pregnancy and through contraception, prevent unintended	2016	11/10/2016	MQD

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Task ID	Task	Start Date	End Date	Resources Partners
	<p>pregnancy. MQD encourages all health care providers to adopt reliable, evidenced-based pregnancy intention screening tool to assist women in accessing appropriate services to assist women in accessing appropriate services to support her reproductive life plan and partner in reducing Hawaii’s rate of unintended pregnancy.”] MQD endorses OKQ as a means of determining plan of care.</p>			
1.4	<p>Have in place Alcohol and Drug Abuse guidelines to incorporate OKQ in Screening, Brief Intervention, and Referral to Treatment (SBIRT)</p>	2015	11/10/2016 (partial)	Alcohol and Drug Abuse Division, HMIHC
a.	<p>Have further discussion with Alcohol and Drug Abuse Division who has SBIRT grant.</p>	2017	2017	HMIHC pre-interconception workgroup, DHS MQD, DOH MCHB & PHHSBG
b.	<p>Utilize policy efforts which support this such as the Med-Quest released memo no: Q1-1612 Subject: Medicaid Benefits for Prenatal Screening. Brief Intervention, And Referral Treatment (SBIRT) Pilot Project [Memo includes: In addition to introducing SBIRT as an integral part of prenatal care, MQD is also supporting OKQ to promote healthier families. Asking the question, “Would you like to become pregnant in the next year” creates an opportunity for the practitioner to discuss healthy reproductive planning if the response is “no”, or how to have a healthy baby that would include screenings like SBIRT. Also that more information on OKQ can be found in Memo Q1-1613.</p>	2016	To Be Determined (TBD)	MQD

**PROJECT WORKPLAN: ESM 1.1 Percent of Births with less than 18 months spacing between birth and next conception**

Task ID	Task	Start Date	End Date	Resources Partners
Products 2.0	2.1 Develop and continue to disseminate resource document to assist providers with LARC Medicaid coverage information.	2015	Ongoing	HMIHC pre-interconception workgroup, MQD, Hawaii Chapter March of Dimes (HCMOD), UH FPD
	a. Continue to assess ways to distribute guide.	2015	Ongoing	HMIHC pre-interconception workgroup
	b. Continue work on LARC reimbursement and distribution of LARC updated chart of coverage and coding for clinicians.	2017	Ongoing	HMIHC pre-interconception workgroup (includes MQD representation)
	c. Continue to encourage hospital in-patient pharmacy LARC stocking	2016	Ongoing	HMIHC pre-interconception workgroup (includes MQD representation)
	2.2 Modify OKQ materials for local use/providers.	12/1/2016	2017	HMIHC pre-interconception workgroup
	a. OKQ brochure	2016	2017	Oregon Foundation for Reproductive Health (OFRH), HMIHC pre-interconception workgroup, CIEC reviewed
	b. Obtained written consent for use from OFRH (planning to include DHS and DOH logos).	2016	2016	OFRH, Public health educator, (PHE) WRHS
	c. Obtain DHS and DOH approval to use logos.	2016	2017	PHE WRHS, MQD, DOH
	d. OKQ poster discuss further details HMIHC pre-interconception workgroup	2016	TBD	HMIHC pre-interconception workgroup, CIEC reviewed
	e. Translate OKQ materials (e.g. brochures)	2017	2017	HMIHC pre-interconception workgroup
	f. Obtain permission from OFRH to translate OKQ brochure into Chuukese, Marshallese, Pohnpeian, Ilocano, Tagalog, Vietnamese, Mandarin	2017	2017	OFRH, PHHSBG
	g. Translate OKQ materials)	2017	2017	HMIHC pre-interconception workgroup, PHHSBG

**PROJECT WORKPLAN: ES** 1.1 Percent of Births with less than 18 months spacing between birth and next conception

Task ID	Task	Start Date	End Date	Resources Partners
	h. Work with consumers	2017	TBD	HMIHC pre-interconception workgroup
	i. Obtain funding for translation, printing and distribution of OKQ materials local use/providers	2017	2017	HMIHC pre-interconception workgroup, PHHSBG, Title X
3.0 Initiatives	3.1 Implement OKQ and develop on-going implementation plan			
	a. Follow-up discussions with OFRH on OKQ and use	2016	Ongoing	Coordinator HMIHC and other members
	b. Identify funding for OKQ training.	2016	2016	HMIHC pre-interconception workgroup, HCMOD and PHHSBG
	c. OKQ material packet made for trainings.	2016	2016	HMIHC pre-interconception workgroup, PHE, RHSU, WIC, home visiting, CIEC reviewed
	d. Identified providers for OKQ (family planning, WIC, and home visitation both clinical and non-clinical).	2016	Ongoing	HMIHC, PHE, RHSU
	e. Providers complete Assessment of Readiness and sign Implementation Letter of Agreement with OFRH	2016	Ongoing	PHE, RHSU
	f. Explore benefits of OKQ point of contact (individual and/or department/organization)	2017	2017	HMIHC pre-interconception work group
	g. Explore possibilities of OKQ or some variation of with adolescents	2018/2019	TBD	HMIHC pre-interconception work group
	3.2 Increase efforts on public awareness and clarifying messaging for healthy behaviors supporting preventive women's health and visits including reproductive life planning. (details TBD)	2017	Ongoing	HMIHC pre-interconception work group
4.0 Events	4.1 Increase provider competency, comfort, and familiarity with LARC through the provision of training.	2015	Ongoing	

**PROJECT WORKPLAN: ESM 1.1 Percent of Births with less than 18 months spacing between birth and next conception**

Task ID	Task	Start Date	End Date	Resources Partners
	a. Continue to assess ways to create provider educational opportunities. This includes changes to LARC coverage and codes, placement and removal of devices, and client counseling to increase provider competency.	2015	Ongoing	HMIHC pre-interconception workgroup
	b. Continue to assess ways to develop LARC OB-GYN trainings	2017	Ongoing	HMIHC pre-interconception work group
	c. Identify funding for OKQ trainings	2016	Ongoing	HMIHC pre-interconception workgroup, PHHSBG; WRHS, MCHB
	4.2 Develop OKQ training schedule	2015	Ongoing	HMIHC pre-interconception workgroup
	a. Continue to conduct clinical and non-clinical OKQ implementation training including contraceptive training for non-clinical staff	2016	Ongoing	HMIHC, pre-interconception workgroup
	b. Hold face-to-face OKQ training for home visitation, Med-QUEST health plans, for home visitors with the military New Parent Program	4/2017	6/15/2017	HMIHC, pre-interconception workgroup, HMHB
	c. Procure services to develop OKQ trainings for primary care.	11/2016	TBD	PHHSBG & MCHB
	d. Procure services to develop OKQ trainings for pediatricians.	11/2016	TBD	PHHSBG & MCHB
	e. Obtain funding and complete development of OKQ orientation module/video	2017	1/20/2017	HMIHC, pre-interconception workgroup, PHHSBG
	f. Obtain funding and complete development of basic contraception module/video for use with OKQ orientation module/video for non-clinical providers	2017	2017	HMIHC, pre-interconception workgroup, PHHSBG
	g. Explore procurement for OKQ trainer(s) for telehealth	1/2017	TBD	PHHSBG, MCHB

**PROJECT WORKPLAN: ES** 1.1 Percent of Births with less than 18 months spacing between birth and next conception

Task ID	Task	Start Date	End Date	Resources Partners
	h. Collaborate with genetics for OKQ telehealth training modules	12/2016	Ongoing	Supervisor Genomics Section, PHHSBG, OFRH, pre-interconception work group
5.0 Quality Assurance/ Metrics	5.1 Develop subcommittee to develop process for metrics and tracking of data to measure contraceptive utilization.	7/2016	Ongoing	HMIHC pre-interconception workgroup
	a. Subcommittee as part of HMIHC, pre-interconception work group to create data set to monitor birth spacing and LARC utilization in Medicaid population.	7/2016	Ongoing	Subcommittee DOH, MQD, UH FPD
	b. Subcommittee define data set utilization for a retrospective assessment of birth spacing (measures for birth spacing $\leq$ to 18 months include increase LARC utilization, decreased unintended pregnancy, decreased teen births, decreased abortions)	7/2016	Ongoing	Subcommittee DOH, MQD, UH FPD
	c. Initially explored obtaining information on birth spacing (2006-2015) and contraceptive use (2012-2014). Currently data collection is to include contraceptive use 2012, 2013, 2014.	7/2016	Ongoing	Subcommittee DOH, MQD, UH FPD
	d. Meet with privacy officer(s) and internal MQD representatives on pulling this data.	7/2016	Ongoing	
	5.2 Develop data collection and metrics to measure outcomes from OKQ	2016	Ongoing	HMIHC pre-interconception work group, HMIHC Coordinator, OFRH, OKQ providers
	a. Continue to implement OKQ assessment	2016	Ongoing	HMIHC, pre-interconception work group, providers implementing OKQ
	b. Providers implementing OKQ developing own data collection processes.	2016	Ongoing	Family planning providers, WIC and home visitation
	c. Providers ongoing share OKQ data collection processes	2016	Ongoing	



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<b>Task ID</b>	<b>Task</b>	<b>Start Date</b>	<b>End Date</b>	<b>Resources Partners</b>
	5.3 Develop process for evaluation of OKQ training(s)	2017	2017 initial and ongoing	TBD
	Assessment of OKQ to include consumer input	2017	2017 initial and ongoing	TBD

# NPM 4 Breastfeeding

ESM: Percent of WIC infants ever breastfed

	Year 1 (2016-17)	Year 2 (2017-18)	Year 3 (2018-19)
<b>1. Policies</b>	<ul style="list-style-type: none"><li>• <b>Revise 231 Breastfeeding Formula Supplementation policy and procedure</b></li><li>• <b>Revise 232 Breastfeeding Incentives Program policy and procedure</b></li><li>• <b>Revise 233 LA BFC Qualifications and Duties policy and procedure</b></li><li>• <b>Revise 234 Clinic Environment policy and procedure</b></li><li>• <b>Revise 235 HIV/AIDS and Breastfeeding Education policy and procedure</b></li><li>• <b>Revise 236 Electric Breast Pump Loan policy and procedure</b></li><li>• <b>Revise 237 Breastfeeding Peer Counselor Project policy and procedure</b></li><li>• <b>Revise 238 Breastfeeding Peer Counselor Job Descriptions policy and procedure</b></li><li>• <b>Revise 239 LA Breastfeeding Peer Counselor Job Descriptions policy and procedure</b></li></ul>		

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# NPM 4 Breastfeeding

ESM: Percent of WIC infants ever breastfed

<p><b>2. Products</b></p>	<ul style="list-style-type: none"> <li>• <b>Modify Diet Questionnaire</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>WIC Breastfeeding Coordinator's Resource Toolkit</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>WIC Breastfeeding Coordinator's Resource Toolkit</b></li> </ul>
<p><b>3. Programs</b></p>		<ul style="list-style-type: none"> <li>• <b>Hawaii island Breastfeeding Peer Counselor Project</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Kauai Breastfeeding Peer Counselor Project</b></li> <li>• <b>Maui Breastfeeding Peer Counselor Project</b></li> </ul>
<p><b>4. Initiatives</b></p>	<ul style="list-style-type: none"> <li>• <b>Continue to implement Nutrition Services Plan objectives on breastfeeding</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff Training Needs Assessment</b></li> </ul>	
<p><b>5. Events</b></p>	<ul style="list-style-type: none"> <li>• <b>Breastfeeding Awareness Month</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Loving Support through Peer Counseling Staff Training</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ongoing Staff Development Training</b></li> </ul>

# PROJECT WORKPLAN: ESM\_\_Percent of WIC infants ever breastfed\_\_

<b>Task ID</b>	<b>Task</b>	<b>Start Date</b>	<b>End Date</b>	<b>Resources</b>
<i>1.0</i>	<i>Policies</i>			
1.1	Revise 231 Breastfeeding Formula Supplementation policy and procedure	12/2016	5/2017	Rhoda
1.2	Revise 232 Breastfeeding Incentives Program policy and procedure	12/2016	5/2017	Rhoda
1.3	Revise 233 LA BFC Qualifications and Duties policy and procedure	12/2016	5/2017	Rhoda
1.4	Revise 234 Clinic Environment policy and procedure	12/2016	5/2017	Rhoda
1.5	Revise 235 HIV/AIDS and Breastfeeding Education policy and procedure	12/2016	5/2017	Rhoda
1.6	Revise 236 Electric Breast Pump Loan policy and procedure	12/2016	5/2017	Rhoda
1.7	Revise 237 Breastfeeding Peer Counselor Project policy and procedure	12/2016	5/2017	Belinda/Rhoda
1.8	Revise 238 Breastfeeding Peer Counselor Job Descriptions policy and procedure	12/2016	5/2017	Belinda/Rhoda
1.9	Revise 239 LA Breastfeeding Peer Counselor Job Descriptions policy and procedure	12/2016	5/2017	Belinda/Rhoda
<i>2.0</i>	<i>Modify Diet Questionnaire</i>	12/2016	5/2017	
2.1	Revise Diet Questionnaire for pregnant and postpartum categories	12/2016	5/2017	Lorilyn
2.2	Implement use of revised Diet Questionnaire for pregnant and postpartum categories	1/2017	5/2017	Lorilyn
<i>3.0</i>	<i>Continue to implement Nutrition Services Plan objectives on breastfeeding</i>			
3.1	Review Local Agencies' Nutrition Service Plan work plans on breastfeeding	1/2017	1/2017	Rhoda
3.2	Meet with WIC Local Agency Breastfeeding Coordinators	3/2017	3/2017	Rhoda
<i>4.0</i>	<i>Breastfeeding Awareness Month</i>			
4.1	Identify Breastfeeding Awareness Month theme for 2017	3/2017	3/2017	Rhoda

# PROJECT WORKPLAN: ESM\_\_Percent of WIC infants ever breastfed\_\_

4.2	Identify partners for collaboration on Breastfeeding Awareness Month activities	3/2017	5/2017	Rhoda/Belinda/LA BFCs
4.3	Plan/Organize Breastfeeding Awareness Month events statewide for 2017	3/2017	8/2017	Rhoda/Belinda/LA BFCs
4.4	Execute Breastfeeding Awareness Month activities	8/2017	8/2017	Rhoda/Belinda/LA BFCs
4.5	Survey participants from Breastfeeding Awareness Month events for efficacy	8/2017	9/2017	Rhoda/Belinda/LA BFCs
5.0	<i>WIC Breastfeeding Coordinator's Resource Toolkit</i>			
5.1	Review other states' Breastfeeding Toolkits	12/2016	5/2017	Rhoda
5.2	Create draft version of Hawaii WIC Breastfeeding Coordinator's Resource Toolkit	4/2017	7/2017	Rhoda
5.3	Obtain feedback from state agency staff and Local Agency Breastfeeding Coordinators	6/2017	7/2017	Rhoda
5.4	Create final version of Hawaii WIC Breastfeeding Coordinator's Resource Toolkit	8/2017	9/2017	Rhoda
5.5	Distribute Hawaii WIC Breastfeeding Coordinator's Resource Toolkit	10/2017	11/2017	Rhoda
6.0	<i>Hawaii island Breastfeeding Peer Counselor Project Expansion</i>			
6.1	Identify stakeholders for Hawaii island Breastfeeding Peer Counselor Project	12/2016	6/2017	Belinda/Rhoda
6.2	Discuss and outline plan to implement Hawaii island Breastfeeding Peer Counselor Project	4/2017	7/2017	Belinda/Rhoda
6.3	Decide on Go/No-Go for Hawaii island Breastfeeding Peer Counselor Project	8/2017	8/2017	Melanie/Belinda/Rhoda
6.4	Breastfeeding Peer Counselor Project services will be solicited in the 103F Contract starting federal fiscal year 2018.	10/2017	10/2018	Melanie/Belinda
7.0	<i>Staff Training Needs Assessment</i>			
7.1	Obtain & analyze baseline information in new MIS	1/2017	12/2017	Rhoda
8.0	<i>Loving Support through Peer Counseling Staff Training</i>			

# PROJECT WORKPLAN: ESM\_\_Percent of WIC infants ever breastfed\_\_

8.1	Identify method of training to be provided (i.e. in-person, webinar, group, etc.)	8/2017	8/2017	Belinda/Rhoda
8.2	Develop timeline for training	8/2017	8/2017	Belinda/Rhoda
8.3	Provide training	10/2017	2/2018	Belinda/Rhoda
9.0	<i>Ongoing Staff Development Training</i>			
9.1	Identify training areas/topics for staff	3/2018	5/2018	Rhoda
9.2	Identify trainers and/or possible external agency partners to provide staff training	4/2018	5/2018	Rhoda
9.3	Identify method of training to be provided (i.e. in-person, webinar, group, etc.)	5/2018	5/2018	Rhoda
9.4	Develop timeline for training	6/2018	6/2018	Rhoda
9.5	Develop training materials (if necessary)	7/2018	8/2018	Rhoda
9.6	Provide training	10/2018	2/2019	Rhoda
9.7	Obtain & analyze post-training information	2/2019	2/2019	Rhoda
10.0	<i>Kauai Breastfeeding Peer Counselor Project Expansion</i>			
10.1	Identify stakeholders for Kauai Breastfeeding Peer Counselor Project			
10.2	Discuss and outline plan to implement Kauai Breastfeeding Peer Counselor Project			
10.3	Decide on Go/No-Go for Kauai Breastfeeding Peer Counselor Project			
10.4	Breastfeeding Peer Counselor Project services will be solicited in the 103F Contract starting federal fiscal year 2019			
11.0	<i>Maui Breastfeeding Peer Counselor Project Expansion</i>			
11.1	Identify stakeholders for Maui Breastfeeding Peer Counselor Project			
11.2	Discuss and outline plan to implement Maui Breastfeeding Peer Counselor Project			

# PROJECT WORKPLAN: ESM\_\_Percent of WIC infants ever breastfed\_\_

11.3	Decide on Go/No-Go for Maui Breastfeeding Peer Counselor Project			
11.4	Breastfeeding Peer Counselor Project services will be solicited in the 103F Contract starting federal fiscal year 2019			

ESM 5.1 Percent of birthing hospitals with current American Academy of Pediatrics (AAP) safe sleep protocols.

	<b>Year 1 10/1/15 – 9/30/16</b>	<b>Year 2 10/1/16 – 9/30/17</b>	<b>Year 3 10/1/17 – 9/30/18</b>
<b>1. Policies</b>	<ul style="list-style-type: none"> <li>Review of birthing hospitals safe sleep policies, protocols, or guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
<b>2. Products</b>	<ul style="list-style-type: none"> <li>Safe sleep training for hospital staff</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Safe sleep data reporting</li> <li>Safe sleep education for parents</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> <li>Standardized discharge checklist will include safe sleep</li> </ul>
<b>3. Programs</b>		<ul style="list-style-type: none"> <li>Hospital-based new parent education (pilot)</li> </ul>	<ul style="list-style-type: none"> <li>Hospital-based new parent education (expansion)</li> </ul>
<b>4. Initiatives</b>	<ul style="list-style-type: none"> <li>Perinatal Nurse Managers Task Force</li> <li>Safe Sleep Hawaii Partnership</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Safe Sleep Hawaii Partnership Convener</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>
<b>5. Events</b>	<ul style="list-style-type: none"> <li>Promotion of October as Safe Sleep Awareness Month</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Safe sleep public awareness messaging</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>



**PROJECT WORKPLAN: ESM Percent of birthing hospitals with current American Academy of Pediatrics (AAP) safe sleep protocols.**

**Year 1: October 1, 2015 – September 30, 2016**

<b>Task</b>	<b>Task</b>	<b>Start Date</b>	<b>End Date</b>	<b>Resources / Status</b>
1.	<i>Policies</i>			
1.1.a	Identify point of contact at each birthing facility to provide a copy of the facility’s safe sleep policies, protocols, or guidelines.	1/2016	9/2016	Gwen / Completed. Perinatal Nurse Manager Task Force to provide status update of safe sleep protocols.
1.1.b	Discussion of safe sleep protocols to be included in the Perinatal Nurse Manager Task Force quarterly meetings.	6/2016	9/2016	Gwen / Completed.
1.1.c	Monthly communication with Perinatal Nurse Managers for updates on policy status.	6/2016	9/2016	Gwen / Ongoing.
1.1.d	Convene nurse managers annually to discuss safe sleep policy implementation.	6/2016	9/2016	Gwen, Po Kwan, Lynn, Jeny, Maylyn, Sheryl / Completed.
2.	<i>Products</i>			
2.1	Identify safe sleep trainings for hospital staff which are either free and/or available online.	6/2016	9/2016	Lynn, Gwen / Completed. Access to free training is available online.
3.	<i>Programs</i>			
4.	<i>Initiatives</i>			
4.1.a	Include discussion of safe sleep on the agendas for Quarterly Perinatal Nurse Managers Task Force meetings	6/2016	9/2016	Gwen / Ongoing.
4.1.b	Identify safe sleep resources to share with the Perinatal Nurse Managers Task Force	6/2016	9/2016	Gwen, Lynn / Completed.
4.2	Convene Safe Sleep Hawaii Partnership meetings	6/2016	9/2016	Lynn / Ongoing.
5.	<i>Events</i>			
5.1	Identify safe sleep materials for hospitals, WIC, home visitors, and other community partners to promote October as Safe Sleep Awareness Month.	6/2016	9/2016	Lynn, Gwen, Tod, Linda / Ongoing. Delivered safe sleep brochures, handouts, Champion buttons, and Charlie’s Kids board books to hospitals. Provided educational materials to WIC sites.

**PROJECT WORKPLAN: ESM Percent of birthing hospitals with current American Academy of Pediatrics (AAP) safe sleep protocols.**

**Year 2: October 1, 2016 – September 30, 2017**

<b>Task</b>	<b>Task</b>	<b>Start Date</b>	<b>End Date</b>	<b>Resources / Status</b>
1.	<i>Policies</i>			
1.1.a	Monthly communication with Perinatal Nurse Managers for updates on policy status.	10/2016	9/2017	Gwen / Ongoing.
1.1.b	Convene nurse managers annually to discuss safe sleep policy implementation.	10/2016	9/2017	Gwen, Po Kwan, Lynn, Jeny, Maylyn, Sheryl / Ongoing. Meeting date identified.
2.	<i>Products</i>	10/2016	9/2017	
2.1	Develop a process for ensuring / monitoring staff training.	10/2016	9/2017	Lynn, Gwen, KIPC, Safe Sleep Hawaii / Ongoing. Discussion to be held during the 6/2017 Perinatal Nurse Managers Quarterly Meeting.
2.2	Provide opportunities for PRAMS staff or Child Death Review teams members to present data and/or recommendations to Safe Sleep Hawaii	10/2016	9/2017	Lynn, Don / Completed. Updated PRAMS data shared at 4/2016 Safe Sleep Hawaii Partnership Meeting.
2.3	Monthly meetings to identify safe sleep resources for parents.	4/2017	5/2017	Lynn, Gwen, Keiko, Kim, DHS, Safe Sleep Hawaii / Ongoing.
3.	<i>Programs</i>	10/2016	9/2017	
3.1	Identify hospital-based safe sleep education programs for (pilot) implementation in Hawaii.	10/2016	9/2017	Lynn, Safe Sleep Hawaii, Hawaii Maternal and Infant Health Collaborative / Ongoing.
4.	<i>Initiatives</i>			
4.1.a	Include discussion of safe sleep on the agendas for Quarterly Perinatal Nurse Managers Task Force meetings	10/2016	9/2017	Gwen, Lynn / Ongoing.
4.1.b	Identify safe sleep resources to share with the Perinatal Nurse Managers Task Force	10/2016	9/2017	Gwen, Lynn / Completed.
4.2.a	Convene Safe Sleep Hawaii Partnership meetings	10/2016	9/2017	Lynn, KIPC / Ongoing.
4.2.b	Procure for a safe sleep convener to support the Safe Sleep Hawaii Partnership	2/2017	5/2017	Lynn, Helene / Completed. Contract with KIPC initiated 5/2017.
4.2.c	Plan and convene Safe Sleep Hawaii Annual Meeting	4/2017	9/2017	Lynn, KIPC / Ongoing.

**PROJECT WORKPLAN: ESM Percent of birthing hospitals with current American Academy of Pediatrics (AAP) safe sleep protocols.**

<b>Task</b>	<b>Task</b>	<b>Start Date</b>	<b>End Date</b>	<b>Resources / Status</b>
5.	<i>Events</i>			
5.1	Identify and purchase safe sleep materials for hospitals, WIC, home visitors, and other community partners.	6/2017	9/2017	Lynn, Gwen, Tod, Linda / Ongoing.
5.2.a	Identify individuals to develop a safe sleep awareness plan.	5/2017	5/2017	Kim, Lynn, Keiko, Dana, Keopu. Completed. Identified small group of no more than five representing DOH and DHS to make decisions.
5.2.b	Identify and develop relationships with partners to champion a safe sleep message.	5/2017	9/2017	Kim, Lynn, Keiko, Dana, Keopu / Ongoing.
5.2.c	Review social media and traditional safe sleep messages conducting in other states.	5/2017	6/2017	Kim, Lynn, Keiko, Dana, Keopu / Ongoing.
5.2.d	Identify the timeframe for launching a public awareness campaign.	5/2017	6/2017	Kim, Lynn, Keiko, Dana, Keopu / Ongoing.
5.2.e	Identify fiscal resources available to support the awareness campaign.	5/2017	9/2017	Kim, Lynn, Keiko, Dana, Keopu / Ongoing.
5.2.f	Identify and work with media partners to develop message.	5/2017	9/2017	Kim, Lynn, Keiko, Dana, Keopu / Ongoing.
5.2.g	Identify materials to support media message. (Media toolkit.)	5/2017	9/2017	Kim, Lynn, Keiko, Dana, Keopu / Ongoing.

**PROJECT WORKPLAN: ESM Percent of birthing hospitals with current American Academy of Pediatrics (AAP) safe sleep protocols.**

**Year 3: October 1, 2017 – September 30, 2018**

<b>Task</b>	<b>Task</b>	<b>Start Date</b>	<b>End Date</b>	<b>Resources / Status</b>
<b>1.</b>	<i>Policies</i>			
1.1.a	Convene nurse managers annually to discuss safe sleep policy implementation.	10/2017	9/2018	Gwen, Po Kwan, Lynn, Jeny, Maylyn, Sheryl
1.1.b	Develop system for ongoing monitoring and reporting	10/2017	9/2018	Gwen, Po Kwan, Lynn, Jeny, Maylyn, Sheryl , Perinatal Nurse Managers
<b>2.</b>	<i>Products</i>	10/2017	9/2018	
2.1	Monitor hospital safe sleep staff training.	10/2017	9/2018	Lynn, Gwen, Keiki Iinry Prevention Council (KIPC), Safe Sleep Hawaii
2.2	Provide opportunities for PRAMS staff or Child Death Review teams members to present data/ recommendations to Safe Sleep Hawaii	10/2017	9/2018	Lynn, Don
2.3	Develop a checklist to monitor the information shared with parents by the hospitals.	10/2017	9/2018	Lynn, Gwen, KIPC
<b>3.</b>	<i>Programs</i>			
3.1	Identify hospital-based safe sleep education programs for expansion.	10/2017	9/2018	Lynn, Safe Sleep Hawaii
<b>4.</b>	<i>Initiatives</i>			
4.1.a	Include discussion of safe sleep on the agendas for Quarterly Perinatal Nurse Managers Task Force meetings	10/2017	9/2018	Gwen, Lynn
4.1.b	Identify safe sleep resources to share with the Perinatal Nurse Managers Task Force	10/2017	9/2018	Gwen, Lynn, KIPC
4.2.a	Convene Safe Sleep Hawaii Partnership meetings	10/2017	9/2018	Lynn, KIPC
4.2.c	Plan and convene Safe Sleep Hawaii Annual Summit	10/2017	9/2018	Lynn, KIPC
<b>5.</b>	<i>Events</i>	10/2017	9/2018	
5.1	Identify and distribute safe sleep materials for hospitals, WIC, home visitors, and other community partners.	10/2017	9/2018	WIC, Home Visiting Program
5.2	Maintain relationships with partners to continue sharing message.	10/2017	9/2018	Kim, Lynn, Keiko, Dana, Keopu, Safe Sleep Hawaii

# NPM 6 Developmental Screening

ESM: A data sharing system has been developed and implemented for Family Health Services Division programs conducting developmental screening, referral, and services for children birth –five years of age

	Year 1 (2016-17)	Year 2 (2017-18)	Year 3 (2018-19)
<b>Policies</b>	Developmental Screening Referral and Services Guidelines for Early Childhood and Community-Based Screeners established.	FHSD Data Sharing Agreements amongst MIECHV, Hi'ilei, EIS, ECCS, Newborn Hearing Screening Program.	Family Engagement Guidelines enacted through family tip sheets
<b>Products</b>	<ul style="list-style-type: none"> <li>Hawaii Developmental Screening Guidelines</li> <li>Consent form for Screening &amp; Referral</li> <li>Tip Sheet for Early Childhood Providers</li> <li>Screening Status to PCP Feedback Form</li> </ul>	<ul style="list-style-type: none"> <li>FHSD Data System</li> <li>Data Toolkit                             <ol style="list-style-type: none"> <li>Guidelines</li> <li>Consents</li> <li>MOU</li> <li>Data collection forms</li> </ol> </li> <li>Operations Manual</li> <li>Data Governance Agreement</li> </ul>	<ul style="list-style-type: none"> <li>Family Engagement Guidelines</li> <li>Tip Sheets for Families on the Five Domains</li> </ul>
<b>Programs</b>	Training Program 4-Parts <ol style="list-style-type: none"> <li>Screening Tool</li> <li>What to do with Results</li> <li>Communicating with Medical Home</li> <li>Discussing results with Families</li> </ol>	Pilot Hi'ilei ASQ-Enterprise System for data collection for FHSD Programs using ASQ-3	
<b>Initiatives</b>	Working with other departments on developmental screening (Family Court, Department of Human Services Child Care, DHS Med-QUEST, etc.)	Data Collection Study for quality improvement (comparison of mail-out ASQ, online ASQ, in-person ASQ, etc.; study on follow-up of children not being referred)	Family Engagement on Importance of Developmental Screening (work with partners to develop family-friendly messaging on importance of screening)
<b>Events</b>	Early Childhood Conferences Developmental Screening Conference	Data Training and Data Study Sessions User Training Data Presentations	CCC Research Activity Maui Focus Group Research Activity Kauai Focus Group Research Activity

# DEVELOPMENTAL SCREENING PROJECT WORKPLAN: 10/17-9/18

ESM 6.1: A data sharing system has been developed and implemented for Family Health Services Division programs conducting developmental screening, referral, and services for children birth-five years of age

WBS	Task Name	Start Date	End Date	Resources
<b>1</b>	<b>DATA INTEGRATION. Implementation of FHSD Data System amongst MIECHV, Hi'iilei, EIS, ECCS, Newborn Hearing Screening Program</b>	<b>10/12/17</b>	<b>4/1/18</b>	<b>FHSD Staff Time</b>
<b>1.1</b>	<b>Develop Policies and Procedures</b>	<b>11/12/17</b>	<b>12/31/17</b>	<b>DOH Programs</b>
1.1.1	Keiko to email MCHB policy to group for review		12/17	
1.1.2	Team to review and provide recommendations to Keiko		12/17	
1.1.3	Keiko to edit document and Team have conference call to finalize		12/17	
1.1.4	Team to finalize document		12/17	
<b>1.2</b>	<b>Acquire FHSD data system</b>	<b>10/17</b>	<b>10/18</b>	<b>Need I/T support, \$</b>
<b>1.2.1</b>	<b>Design database</b>	<b>12/12/17</b>	<b>1/12/18</b>	
1.2.1.1	Decide on Data Collection Points and Who Will Monitor, When and How	12/16	1/12/18	Internal Workgroup
1.2.1.2	Design reports	1/18	2/18	Internal Workgroup
<b>1.2.2</b>	<b>Evaluate platforms</b>			<b>FHSD</b>
1.2.2.1	Create specification for system			I/T Support
1.2.2.2	Discuss options for a system (ASQ Enterprise, FHSD Data System) with FHSD Leadership	11/17	7/18	Hi'iilei model
1.2.2.3	Make determination on system		2/18	
<b>1.3</b>	<b>Implement the FHSD data system</b>		<b>2/18</b>	<b>Need \$ to purchase</b>
1.3.1	develop operation manual for data system		2/18	
1.3.2	designate administrator for data system		2/18	
<b>1.3.3</b>	<b>Conduct training on data system</b>		<b>3/18</b>	
1.3.3.1	user			
1.3.3.2	administrator			
1.3.3.3	IT staff			
1.3.4	Conduct data premiere party		4/18	
<b>1.4</b>	<b>Produce Reports</b>		<b>4/18</b>	
<b>1.4.1</b>	<b>Determine report content and access</b>		<b>5/18</b>	
<b>1.4.1.1</b>	<b>Develop Data Governance Agreement</b>		<b>5/18</b>	<b>Sample P-20 Agreement</b>
<b>1.4.1.1.1</b>	<b>Develop Products (Data Collection Forms, etc.)</b>		<b>5/18</b>	
1.4.1.1.1.1	Guidelines		3/18	
1.4.1.1.1.2	Consents		3/18	

# DEVELOPMENTAL SCREENING PROJECT WORKPLAN: 10/17-9/18

ESM 6.1: A data sharing system has been developed and implemented for Family Health Services Division programs conducting developmental screening, referral, and services for children birth-five years of age

WBS	Task Name	Start Date	End Date	Resources
1.4.1.1.1.3	MOU		2/18	
<b>1.4.1.1.2</b>	<b>Develop distribution schedule and method</b>		<b>3/18</b>	
1.4.1.1.2.1	Sharing Amongst FHSD		3/18	
1.4.1.1.2.2	Sharing with Partners (determine audience and objectives)		3/18	
1.4.1.1.3	Develop production schedule		3/18	
<b>1.5</b>	<b>Establish Data Collection Study for Quality Improvement</b>		<b>3/18</b>	
<b>2</b>	<b>SYSTEMS DEVELOPMENT. FHSD guidelines on developmental screening</b>	<b>10/31/16</b>	<b>12/31/17</b>	<b>Need DOH approval</b>
<b>2.1</b>	<b>Develop guidelines</b>	<b>11/15/15</b>	<b>7/29/16</b>	
2.1.1	Finalize Screening Referral Guideline (from Action Strategy)	10/31	10/16	
2.1.2	Keiko to email to group for review	10/31	10/16	
2.1.3	Team to review and provide recommendations to Keiko	10/31	11/16	
2.1.4	Keiko to edit document and Team have conference call to finalize	11/15	11/16	
2.1.5	Team to gather on conference call to finalize document	11/21	11/16	
<b>2.2</b>	<b>FHSD Approval of Developmental Screening Guidelines</b>		<b>12/16</b>	
2.2.1	Keiko to find out what protocol is necessary for approval of guidelines		12/16	
2.2.2	Keiko to submit finalized guidelines to Matt to review & approve		6/17	
2.2.3	Matt to review and approve of Guidelines for FHSD		6/17	
<b>2.3</b>	<b>Post Guidelines on DOH Website</b>		<b>7/31/17</b>	
2.3.1	Check on Links to appropriate programs (EIS, MIECHV, Hiilei)			
2.3.2	Development of Collateral Material and Links for Website			
<b>3</b>	<b>FAMILY ENGAGEMENT. Family Engagement on Importance of Developmental Screening</b>	<b>10/17</b>	<b>4/22/18</b>	<b>Hilopa'a, MCH LEND</b>
<b>3.1</b>	<b>Develop Draft Family Engagement Guidelines and Tip Sheets</b>			
<b>3.1.1</b>	<b>Develop Tip Sheet for Families (revisit Hiilei materials)</b>			
3.1.1.1	Tip Sheets for Families on Developmental Screening – Gross Motor			
3.1.1.2	Tip Sheets for Families on Developmental Screening – Fine Motor			
3.1.1.3	Tip Sheets for Families on Developmental Screening – Communication			
3.1.1.4	Tip Sheets for Families on Developmental Screening – Self Help			
3.1.1.5	Tip Sheets for Families on Developmental Screening – Social/Emotional			

# DEVELOPMENTAL SCREENING PROJECT WORKPLAN: 10/17-9/18

ESM 6.1: A data sharing system has been developed and implemented for Family Health Services Division programs conducting developmental screening, referral, and services for children birth-five years of age

WBS	Task Name	Start Date	End Date	Resources
3.1.1.6	Tip Sheets for Families on Developmental Screening – Cognitive			
<b>3.1.2</b>	<b>Develop Activity Sheets for Families</b>			
3.1.2.1	Activity Sheets to Support Child Development – Gross Motor			
3.1.2.2	Activity Sheets to Support Child Development – Fine Motor			
3.1.2.3	Activity Sheets to Support Child Development – Communication			
3.1.2.4	Activity Sheets to Support Child Development – Self Help			
3.1.2.5	Activity Sheets to Support Child Development – Social Emotional			
3.1.2.6	Activity Sheets to Support Child Development – Cognitive			
3.1.3	Revisit Tip Sheet for Early Childhood Providers (revisit Screening Conference Material)			
3.1.4	Revisit Developmental Screening Algorithm (Ho’opa’a)			
3.1.5	Develop Template Consent Form for Screening and Referral for Parents (Sheryl’s draft)			
3.1.6	Develop Template Screening and Referral Status to PCP			
<b>3.2</b>	<b>Evaluate Draft 1</b>			
<b>3.2.1</b>	<b>Vetting of Guidelines and Collateral Material Stakeholders</b>			
3.2.1.1	FHSD & Dr. Iwaishi			
3.2.1.2	American Academy of Pediatrics – Hawaii Chapter			
3.2.1.3	Early Childhood Providers (HAEYC, HCAN, Head Start, EOEL)			
3.2.1.4	ECCS Maui County & SMT			
3.2.1.5	DOH (Public Health Nursing)			
<b>3.2.2</b>	<b>Vetting of Guidelines and Collateral Material Families</b>			
3.2.2.1	CCC Research Activity			
3.2.2.2	Maui Focus Group Research Activity			
3.2.2.3	Kauai Focus Group Research Activity			
3.2.2.4	Online Survey Research Activity			
<b>3.3</b>	<b>Finalize Materials</b>			
<b>3.3.1</b>	<b>Tip Sheet for Families (revisit Hiilei materials)</b>			
3.3.1.1	Tip Sheets for Families on Developmental Screening – Gross Motor			
3.3.1.2	Tip Sheets for Families on Developmental Screening – Fine Motor			
3.3.1.3	Tip Sheets for Families on Developmental Screening – Communication			



# DEVELOPMENTAL SCREENING PROJECT WORKPLAN: 10/17-9/18

ESM 6.1: A data sharing system has been developed and implemented for Family Health Services Division programs conducting developmental screening, referral, and services for children birth-five years of age

WBS	Task Name	Start Date	End Date	Resources
3.3.1.4	Tip Sheets for Families on Developmental Screening – Self Help			
3.3.1.5	Tip Sheets for Families on Developmental Screening – Social/Emotional			
3.3.1.6	Tip Sheets for Families on Developmental Screening – Cognitive			
<b>3.3.2</b>	<b>Activity Sheets for Families</b>			
3.3.2.1	Activity Sheets to Support Child Development – Gross Motor			
3.3.2.2	Activity Sheets to Support Child Development – Fine Motor			
3.3.2.3	Activity Sheets to Support Child Development – Communication			
3.3.2.4	Activity Sheets to Support Child Development – Self Help			
3.3.2.5	Activity Sheets to Support Child Development – Social Emotional			
3.3.2.6	Activity Sheets to Support Child Development – Cognitive			
3.3.3	Tip Sheet for Early Childhood Providers (revisit Screening Conference Material)			
3.3.4	Revisit Developmental Screening Algorithm (Ho’opa’a)			
3.3.5	Template Consent Form for Screening and Referral for Parents (Sheryl’s draft)			
3.3.6	Develop Template Screening and Referral Status to PCP			
<b>4</b>	<b>SOCIAL DETERMINANTS OF HEALTH. Webinars on ASQ Training and Culture</b>	<b>12/2017</b>	<b>4/1/2018</b>	Telehealth
<b>4.1</b>	<b>Develop Script – specific for each culture, target population?</b>		<b>3/18</b>	
4.1.1	Develop script for ASQ-3		3/18	
4.1.2	Develop script for what to do with results		3/18	
4.1.3	Develop script for how to communicate with medical home		3/18	
4.1.4	Develop script for how to share results with families		3/18	
4.1.5	Develop script for introduction and overview		3/18	
<b>4.2</b>	<b>Develop registration, pre and post test, and evaluation</b>		<b>3/18</b>	
4.2.1	Decide and develop registration		3/18	
4.2.2	Develop and test pre and post-test		3/18	
4.2.3	Develop evaluation and certification pieces		3/18	
<b>4.3</b>	<b>Record Webinars</b>		<b>3/18</b>	
4.3.1	Trial Run on Webinars		<b>3/18</b>	
4.3.2	Post on DOH website		<b>4/18</b>	

**ESM 7.1:** Percent of children in a home visiting program with an injury-related visit to the emergency department since enrollment.

**ESM 7.2:** Number of participants who attend trainings and receive technical assistance on promoting safe, healthy, and respectful relationships.

	Year 1 (2016-17)	Year 2 (2017-18)	Year 3 (2018-19)
<b>Policies</b>	<ul style="list-style-type: none"> <li>• <b>Continuous Quality Improvement implementation (7.1)</b></li> <li>• <b>Data Collection Tool Kit guidelines training (7.1)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Data Collection Tool Kit guidelines implementation (7.1)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>FSVPS programs will include wording for child abuse and neglect (CAN) prevention training as part of every contract procurement. (7.2)</b></li> </ul>
<b>Products</b>	<ul style="list-style-type: none"> <li>• <b>Training Needs Assessment/Survey (7.2)</b></li> <li>• <b>Your Ohana brand (7.1)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Evaluation template (7.2)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Develop online, on demand webinar trainings for service providers, advocates, and community partners. (7.2)</b></li> <li>• <b>Update MCHB website (7.2)</b></li> </ul>
<b>Programs</b>			
<b>Initiatives</b>	<ul style="list-style-type: none"> <li>• <b>Identify core partnership group to participate in plan for CAN trainings (7.2)</b></li> <li>• <b>Meet regularly to develop training schedule (7.2)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Research webinar development (7.2)</b></li> <li>• <b>Identify CAN training topics beyond those of the 1<sup>st</sup> year (7.2)</b></li> </ul>	
<b>Events</b>	<ul style="list-style-type: none"> <li>• <b>Annual Home Visiting Program (HVP) Conference (7.1)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Annual HVP Conference (7.1)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Annual HVP Conference (7.1)</b></li> <li>• <b>Implement CAN prevention training schedule (7.2)</b></li> </ul>

## TITLE V CHILD ABUSE AND NEGLECT (CAN) PROJECT WORKPLAN

**ESM 7.1:** Percent of children in a home visiting program with an injury-related visit to the emergency department since enrollment.

**ESM 7.2:** Number of participants who attend trainings and receive technical assistance on promoting safe, healthy, and respectful relationships.

Task ID	Task	Start Date	End Date	Resources
<b>ESM 7.1:</b> Percent of children in a home visiting program with an injury-related visit to the emergency department since enrollment.				
1. HVP Conference	<ol style="list-style-type: none"> <li>1) Organize and implement home visiting conference.</li> <li>2) Hold monthly planning meetings with planning partners.</li> <li>3) Identify and select speakers and break-out sessions.</li> </ol>	March 2017	Sept 2017	VPC, MCHB and FHSD partners, Injury Prevention, Early Intervention, DHS, community partners
2. Data Collection Tool Kits	<ol style="list-style-type: none"> <li>1) Provide training and technical assistance, as needed.</li> <li>2) Monitor monthly reporting.</li> </ol>	August 2016	Ongoing	Federal partners and home visiting providers
3. Collaboration with DOH Injury Prevention and Control Section	<ol style="list-style-type: none"> <li>1) Train home visitor providers on injury prevention training.</li> <li>2) Monitor injury prevention techniques implemented in home visiting participants homes.</li> </ol>	May 2016	Ongoing	Federal partners, Injury Prevention, and home visiting providers
4. FFY 2018 Planning and Training	Continue training, technical assistance, and monitoring efforts.	Oct 2017	Ongoing	Partners: VPC/MCHB/FHSD, Injury Prevention, Early Intervention, DHS
<b>ESM 7.2:</b> Number of participants who attend trainings and receive technical assistance on promoting safe, healthy, and respectful relationships.				
Task ID	Task	Start Date	End Date	Resources
1. Violence Prevention Collaborative (VPC) Planning Meetings	<ol style="list-style-type: none"> <li>1) Develop training and partnership framework, include evaluation.</li> <li>2) Develop objectives, agendas, logic model, and desired outcomes for 5-year training focus: ACEs, children exposed to violence, connecting the dots, social determinants of health</li> <li>3) Determine modes of sustainability and replicability, e.g., webinars.</li> <li>4) Determine training schedule implementation.</li> <li>5) Data of non-fatal/fatal injuries with hospitalization (Dan G.)</li> <li>6) Home Visiting Program data discussion</li> </ol>	12/12/16	7/31/17	#1-4 VPC  #5 Don or Nick (IP) #6 Tod #7-9 WG

## TITLE V CHILD ABUSE AND NEGLECT (CAN) PROJECT WORKPLAN

**ESM 7.1:** Percent of children in a home visiting program with an injury-related visit to the emergency department since enrollment.

**ESM 7.2:** Number of participants who attend trainings and receive technical assistance on promoting safe, healthy, and respectful relationships.

Task ID	Task	Start Date	End Date	Resources
	7) Check program grant requirements if CAN/violence prevention-specific training is allowed to be included. Check with procurement. 8) Develop language for standardized training. 9) Request AG review language for contracts.			
2. Pilot Needs Assessment Preparation	1) Develop Survey Monkey pilot survey for Title V issue leaders for survey feedback and training information, e.g., types of trainings issue leaders have attended; year attended, training agency, “Other” comments box, training mode. <b>Topics:</b> <ul style="list-style-type: none"> <li>○ CAN 101</li> <li>○ Safe Sleep</li> <li>○ Falls (0-17 years old)</li> <li>○ Drowning (0-17 years old)</li> <li>○ Children Exposed to Violence</li> <li>○ Child Sex Abuse (includes sex trafficking, cyber-exploitation)</li> <li>○ Protective Factors</li> <li>○ ACEs</li> <li>○ CAN Mandated Reporting</li> <li>○ Other (ask to specify)</li> </ul>	4/10/17	4/17/17	#1 Rose Marie/VPC: <u>Done</u> (survey) #1 Joanne: <u>Done</u> (intro info/email)
	2) Start/end date of survey	4/18/17	4/24/17	#2 VPC: <u>Done</u>
3. Pilot Needs Assessment	1) Implement pilot survey with small group (8 issue leaders, Annette, Leolinda, and Don/Alice). Request feedback via email, e.g., amount of time to fill out survey and suggestions for modifying the survey.	4/18/17	4/24/17	VPC: <u>Done</u>
	2) Analyze pilot survey.	4/25/17	5/24/17	VPC: <u>Done</u>
4. Needs Assessment Implementation	1) Identify and finalize State and County agencies to receive survey. Finalize survey. Develop request to fill out survey.	4/18/17	7/31/17	#1 Cathy: <u>Done</u> (State/County agencies research) #1 VPC

## TITLE V CHILD ABUSE AND NEGLECT (CAN) PROJECT WORKPLAN

**ESM 7.1:** Percent of children in a home visiting program with an injury-related visit to the emergency department since enrollment.

**ESM 7.2:** Number of participants who attend trainings and receive technical assistance on promoting safe, healthy, and respectful relationships.

Task ID	Task	Start Date	End Date	Resources
	<p><u>Suggested agencies:</u></p> <ul style="list-style-type: none"> <li>○ DOH: Behavioral Health, HRA (maybe not all), Executive Office on Aging (as caregivers)</li> <li>○ Judiciary</li> <li>○ DOE</li> <li>○ Dept of Public Safety</li> <li>○ CAN Mandated Reporters</li> <li>○ County government agencies</li> </ul> <p>2) Implement survey with identified State and County agencies. Analyze results.</p>	8/1/17	12/29/17	#2 VPC
5. Planning Meetings for Creating a Partnership Group	<p>Set goals, objectives, and desired outcomes for having a public-private partnership group. Want buy-in. Possible topics to discuss with partners, depending on survey results:</p> <ul style="list-style-type: none"> <li>○ Share survey results</li> <li>○ Explain 5-year focus on ACEs, children exposed to violence, connecting the dots, social determinants of health</li> <li>○ Discuss Title V CAN training schedule</li> </ul>	8/1/17	12/29/17	VPC
6. Public-Private Partners Group and Introduction Meeting	<p>1) Identify public-private partnership group that reflects overall CAN focus and includes partners of work team programs</p> <p><u>Suggested agencies:</u></p> <ul style="list-style-type: none"> <li>○ KIPC</li> <li>○ Other CAN groups</li> <li>○ Women’s Reproductive Health (e.g., Family Planning)</li> <li>○ SATC</li> <li>○ HCASA</li> <li>○ HSCADV</li> </ul>	8/1/17	12/29/17	#1-3 VPC

## TITLE V CHILD ABUSE AND NEGLECT (CAN) PROJECT WORKPLAN

**ESM 7.1:** Percent of children in a home visiting program with an injury-related visit to the emergency department since enrollment.

**ESM 7.2:** Number of participants who attend trainings and receive technical assistance on promoting safe, healthy, and respectful relationships.

Task ID	Task	Start Date	End Date	Resources
	<ul style="list-style-type: none"> <li>○ DVAC</li> <li>○ Injury Prevention (Nick)</li> <li>○ DHS-CWS (Stacie Pascual)</li> <li>○ Department of the Attorney General</li> <li>○ Infant Mental Health/CAMHD</li> </ul> <p>2) Schedule 1<sup>st</sup> public-private partnership group meeting date in January 2018 and send “Save the Date” email.</p> <p>3) Plan and organize 1<sup>st</sup> public-private partnership group meeting (10-15 attendees) in January 2018. Agenda topics could include, depending on survey results:</p> <ul style="list-style-type: none"> <li>○ Survey results</li> <li>○ 5-year training focus (ACEs, children exposed to violence, connecting the dots, social determinants of health).</li> <li>○ Title V CAN training schedule and other agency training schedules (e.g., for conflicts or additions)</li> <li>○ Evaluation</li> </ul>	10/15/17	11/8/17	
		8/1/17	1/31/18	
7. VPC and Partners Meetings	Regular public-private partnership group meetings and communications during 2018 to organize 2019 training schedule for CAN, SV, & DV partners and providers on ACEs and/or social determinants of health and/or primary through tertiary prevention techniques. Discuss inclusion of training topics such as LGBTQ (e.g., awareness/understanding and impact on LGBTQ youth’s mental and physical health), homeless youth, developmental disabilities, how to interview children exposed to violence. Explore webinar development for training sustainability.	Jan. 2018	Dec. 2018	VPC and partners
8. 2019 Planning and Training	Implement training schedule. Continue to meet. Continue to assess and evaluate trainings, with the intention to include additional related topics and relevant partners.	Jan. 2019	Ongoing	VPC and partners

# ADOLESCENT PROJECT WORKPLAN:

Increase resources, training and practice improvement support for adolescent health providers to provide well-care visits aligned to Bright Futures.

Goal: Develop and disseminate a teen-centered, Adolescent Resource Toolkit (ART) with a corresponding education series of webinars (Science) to enhance knowledge, attitudes, behaviors and skills (KABS) to increase adolescent well-care visits.

Task ID	Task	Start Date	End Date	Resources
1.	Develop engagement strategies for primary care providers and health plans.	11/16	Ongoing	Hilopa'a (H)
2.	Literature search for existing ARTs, handbooks, and other pertinent materials.	11/16	1/17	ART ( <i>Adolescent Resource Team</i> )
3.	Compile state laws and DOE policies related to adolescent health including confidentiality, medical record documentation, consent/assent information.	12/16	1/17	Internet, ART
4.	Establish baseline knowledge and comfort level for addressing adolescent issues with providers. Check with primary care informants to gain insight on the information needed and direction of the ART.	1/17	Ongoing	H, ART
5.	Confer with the larger health plans to develop a matrix of AWC services provided by private health plans and the Patient Protection and Affordable Care Act, AWC screening, and services that are provided with no copayments.	12/16	Ongoing	H
6.	Convene regularly ART & Science Workgroup to conceptualize and refine materials and processes.	10/16	Ongoing	H, ART
7.	Develop ART Table of Contents and gather hard copies (with source, website info for electronic version of ART)	2/17	Ongoing	ART
8.	Develop substance use training module (SBIRT) to include the referral algorithm.	12/16	3/17	H, DOH
9.	Develop training behavioral health module (SBIRT) to include the referral algorithm.	4/17		H, DOH
10.	Develop sexual activity, reproductive health and STI training module to include the referral algorithm.	TBD		H, DOH
11.	Develop transition to adulthood training module to include the referral algorithm.	TBD		H,CSHN,ART
12.	Develop home life module to include the referral algorithm.	TBD		H,CSHN,ART

# ADOLESCENT PROJECT WORKPLAN:

Increase resources, training and practice improvement support for adolescent health providers to provide well-care visits aligned to Bright Futures.

Goal: Develop and disseminate a teen-centered, Adolescent Resource Toolkit (ART) with a corresponding education series of webinars (Science) to enhance knowledge, attitudes, behaviors and skills (KABS) to increase adolescent well-care visits.

13.	Develop healthy eating module to include the referral algorithm.	TBD		H, DOH
14.	Develop transition across settings module to include the referral algorithm.	TBD		H, CSHN, ART
15.	Develop engagement strategies for parents and deploy one.	5/17		ART
16.	Compile existing infographs for the ART for families and adolescents e.g. youth centered care, the risks of substance use, behavioral health, sexual activity, etc., as it relates to wellness and wellness visits.	4/17	Ongoing	Internet, ART
17.	Develop an ART brochure for providers and families with national websites and community referral resources with no-cost or low-cost prevention services.	2/17	Ongoing	H, ART
18.	Seek adolescent input to engage adolescents in seeking an annual wellness visit each year and deploy one.	6/17	Ongoing	DOH, ART
19.	Increase partnerships by 2 each year to engage communities in the AWV culture shift.	6/17	Ongoing	ART
20.	Deploy "Science" series to primary care providers and their staff using a variety of learning methods.	1/17	Ongoing	H
21.	Disseminate ART to 100 primary care providers serving adolescents.	TBD		H
	ART 4 -7,18,21			
	SCIENCE 8-14,20			
	BOTH 1-3, 5, 15,16,17,19			
6/17rev				



# **ADOLESCENT PROJECT WORKPLAN:** Increase resources, training and practice improvement support for adolescent health providers to provide well-care visits aligned to Bright Futures.

Goal: Develop and disseminate a teen-centered, Adolescent Resource Toolkit (ART) with a corresponding education series of webinars (Science) to enhance knowledge, attitudes, behaviors and skills (KABS) to increase adolescent well-care visits.

# NPM 12 Transition to Adult Health Care

ESM 12.1: The degree to which the Title V Children and Youth with Special Health Needs Section (CYSHNS) promotes and/or facilitates transition to adult health care for YSHCN.

	Year 1 (2016-17)	Year 2 (2017-18)	Year 3 (2018-19)
<b>Policies</b>	-Transition Policy		
<b>Products</b>	-Transition Policy	-Readiness Assessment Tool -Pre-Transition Flyer -Transition letter (admission/discharge) -Transition Plan template -Transition Talking Points -Standardized procedures (including consent/assent) -Data collection form	-Evaluation of transition policy and procedures -Training curricula
<b>Programs</b>		-Tracking and monitoring	-Tracking and monitoring
<b>Initiatives</b>	-CYSHNS transition services for children/youth who are not enrolled in CYSHNS	-DBase (DOS) to Access database conversion -Youth engagement -Youth/family input -No Wrong Doors -Community of Practice -LifeCourse Framework -Professional development	-Transition tracking in database -Training workshops for families and providers
<b>Events</b>	-Special Parent Information Network (SPIN) Conference -Big Moving Across Communities (MAC) & Moving to Middle Fairs -Footsteps to Transition Fair -Malama da Mind -Kona and Kauai Legislative Forums -Step Up 2 to Transition Retreat	-Access database start up -SPIN Conference -Big MAC & Moving to Middle Fairs -Footsteps to Transition Fair -Malama da Mind, No Inclusion Without Us -Kauai Legislative Forum -Step Up 3 to Transition Retreat	-Training sessions for families -SPIN Conference -Big MAC & Moving to Middle Fairs -Footsteps to Transition Fair -Malama da Mind, No Inclusion Without Us -Kauai Legislative Forum -Step Up 4 to Transition Retreat

## NPM 12 Transition to Adult Health Care

ESM 12.1: The degree to which the Title V Children and Youth with Special Health Needs Section (CYSHNS) promotes and/or facilitates transition to adult health care for YSHCN.

Task ID	Task	Start Date	Target Date	End Date	Resources
<b>1.0</b>	<b>TRANSITION POLICY</b>	<b>10/16</b>	<b>2/18</b>		
<b>1.1</b>	<b>CYSHNS Transition Policy</b>	10/16	12/17		Workgroup (WG)
	a. Review Literature	10/16	7/17	12/16	WG
	b. Develop policy with staff, youth, families, and providers input	10/16	7/17		WG audiologist, youth, families, providers
	-Do test run.	12/16	7/17	1/17	"
	-Obtain feedback. Review. Revise. (Repeat as needed)	12/16	7/17	2/17	"
	-Approval of policy statement	12/16	7/17	3/17	Branch Chief
	c. Youth/families, public notified of transition policy	3/17	12/17		
	-Develop methods to inform youth/families, public	3/17	12/17		WG
	-CYSHCN website	3/17	12/17		Research Statistician
<b>1.2</b>	<b>Staff informed on policy, approach to transition, Six Core Elements, roles (CYSHNS, youth/family, and pediatric/adult health care team), cultural preference. Plan for obtaining consent/assent is developed.</b>	2/17	2/18		WG, Hilopaa Family to Family Health Information Center (F2FHIC)
	a. Policy, Transition approach: Six Core Elements, roles, with acknowledgement of cultural preferences, consent/assent information	2/17	2/18		"
	-Process & procedures for children < 12 years	2/17	2/18		"
	-Process & procedures for children and youth 12+ years	2/17	2/18		"
	b. Transition manual/materials on Sharepoint, website	2/17	2/18		WG
	-Upload/upkeep the above onto Sharepoint, website	2/17	2/18		WG
	c. Second Annual Transition Training & Work Session	3/17	6/17	6/17	Hilopaa F2FHIC/ WG
	-Select target date	3/17	5/17	5/17	"
	-Invitations to youth/family & staff	3/17	5/17	5/17	"
	-Plan agenda, objectives, expected outcomes for day	3/17	5/17	6/17	"
	d. Training	2/17	12/17		Hilopaa F2FHIC/MCH-LEND

# NPM 12 Transition to Adult Health Care

ESM 12.1: The degree to which the Title V Children and Youth with Special Health Needs Section (CYSHNS) promotes and/or facilitates transition to adult health care for YSHCN.

Task ID	Task	Start Date	Target Date	End Date	Resources
	-Generations & Communications	2/17	2/17	2/17	"
	-Facilitation & Mediation	2/17	3/17	3/17	"
	-Visual Media/Proper Powerpoint	2/17	4/17	5/17	"
	-Conflict Mode	2/17	5/17		"
	-Person-Centered	2/17	5/17	6/17	Developmental Disabilities Division (DDD)/Community of Practice (CoP), Aging and Disability Resource Center (ADRC) No Wrong Doors (NWD)
	-LifeCourse Framework	2/17	5/17	5/17	CoP, NWD

2.0	TRANSITION TRACKING AND MONITORING	2015	12/18		
2.1	<b>Establish criteria and process for database</b>	2015	12/17		Database developer, WG
	a. Reconfigure DBase (DOS) database to ACCESS	2015	12/17		Database developer
	-Staff collaborate with professional database developer	2016	12/17		Database developer, CYSHNS Audiologist & RN, Research Statistician, graphics/secretary
	b. Upgraded computer systems (Oahu)	11/16	2/17	2/17	Graphics/secretary, Fiscal
	-Procurement approval/Purchase	11/16	2/17	2/17	"
	-Installation of equipment	11/16	2/17	2/17	Information Technology (IT), graphics/secretary
	-Installation of practice database & feedback-Oahu	2/17	2/17	3/17	IT, Ed
	-Installation of CYSHN ACCESS database	2/17	2/17		Database developer, IT
	-Test run of CYSHN database (Plan, Do, Study, Act)	2/17	2/17		WG, IT
2.2	<b>Individual flow sheet or database to track youth progress</b>	1/17	6/17		WG, Database developer, Research Statistician, IT, graphics/secretary

## NPM 12 Transition to Adult Health Care

ESM 12.1: The degree to which the Title V Children and Youth with Special Health Needs Section (CYSHNS) promotes and/or facilitates transition to adult health care for YSHCN.

Task ID	Task	Start Date	Target Date	End Date	Resources
	a. Measure to track transition and Assent/Consent	1/17	6/17	3/17	"
	-Develop checklist format for Individuals	1/17	6/17	2/17	"
	-Oahu test run	1/17	6/17	2/17	
	-Review checklist, revise. (Repeat as needed)	1/17	6/17	3/17	"
	-Orient neighbor island staff to form	1/17	3/17	4/17	
	-Neighbor island test run	1/17	3/17	4/17	"
	-Do test run, review, revise	1/17	3/17	4/17	WG
	-Run checklist past database developer, statistician	1/17	12/18		Database developer, Research Statistician, CYSHNS Audiologist & RN
	-Funding for database developer to do transition page(s)	1/17	12/18		
	-IT Consultant create in database	1/17	12/18		Database developer, WG, Hilopaa F2FHIC
	-Plan, Do, Study, Act	1/17	12/18		"
	b. Measure to track transition community outreach & education	1/17	12/17		WG
	-Review checklist, revise. (Repeat as needed)	2/17	12/17		"
	-Do test run, review, revise	2/17	12/17		"
	-Run Checklist past database developer, statistician	2/17	12/18		Database developer, Research Statistician, CYSHNS Audiologist & RN
	-Do test run of transition tracking database	2/17	12/18		WG
	-Plan, Do, Study, Act	2/17	12/18		
	c. Develop process and procedures for checklist use	2/17	12/18		
	-Review & revise policy and procedures	2/17	12/18		
	-Approve for use	2/17	12/18		

<b>3.0</b>	<b>TRANSITION READINESS</b>	<b>2/17</b>	<b>12/18</b>		
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## NPM 12 Transition to Adult Health Care

ESM 12.1: The degree to which the Title V Children and Youth with Special Health Needs Section (CYSHNS) promotes and/or facilitates transition to adult health care for YSHCN.

Task ID	Task	Start Date	Target Date	End Date	Resources
<b>3.1</b>	<b>Annually assess transition readiness with youth/family (12+ years)</b>	2/17	7/18		<b>WG</b>
	a. Sub-group to take the lead	2/17	2/17	3/17	CYSHNS SWx2, Audiologist, RN
	b. Review literature for tools	2/17	2/17	3/17	Got Transition, LifeCourse, WG
	c. Select/develop transition readiness tool with input from youth/family/providers.	4/17	7/17		WG, youth, families, providers
	-PDSA	4/17	7/17		"
	-Run readiness tool past DB developer, statistician	4/17	7/17		Database developer, Research Statistician, CYSHNS audiologist & RN
	-Accept transition readiness tool	7/17	7/17		WG
	d. Develop process and procedures for tool use	7/17	8/17		WG
	e. Approve for use	7/17	9/17		
	f. Database developer to incorporate transition readiness tool into database	7/17	12/18		Database developer, Research Statistician, CYSHNS audiologist & RN

<b>4.0</b>	<b>TRANSITION PLANNING</b>	<b>2/17</b>	<b>12/19</b>		
<b>4.1</b>	<b>Annually update plan of care with youth/family input</b>	2/17	12/18		WG
	a. Review literature, current tools (LifeCourse)	2/17	12/17		WG
	b. Select/develop transition planning tool form	2/17	12/17		
	c. Determine if part of individual plan or separate entity	2/17	12/17		
<b>4.2</b>	<b>Prepare youth/family for adult approach to care (legal changes in decision-making, privacy, consent, self-advocacy, access to information, insurance continuity)</b>	2/17	12/17		
	a. Transition "talking points".	2/17	6/18		
	-Sample wording of how to raise/discuss topics with	2/17	6/18		

## NPM 12 Transition to Adult Health Care

ESM 12.1: The degree to which the Title V Children and Youth with Special Health Needs Section (CYSHNS) promotes and/or facilitates transition to adult health care for YSHCN.

Task ID	Task	Start Date	Target Date	End Date	Resources
	youth/family				
	-Collate samples of wording used.	2/17	6/18		WG
	-Input from youth/families/providers	2/17	6/18		Youth, Self Advocacy Advisory Council (SAAC)
	-PDSA	2/17			WG
	-Approve	2/17			"
	b. Transition "Goal Bank"	2/17	6/18		
	-Collate examples of possible goals	2/17	6/18		
	-Input from youth/families/providers	2/17	6/18		
	-Plan Do Study Act (PDSA) test of change	2/17	6/18		
	-Approve	2/17			
	c. Create developmentally appropriate pre-transition aged flyer for the younger children < 12 years	2/17	12/17		CYSHNS, Got Transition, Early Intervention Section
	-Sub group to take the lead	2/17	12/17	3/17	CYSHNS RN, SWx2, Nutritionist
	-Review literature, current assessment tools	2/17	12/17	4/17	"
	-Brainstorm ideas	2/17	12/17		"
	-Select topics for flyer	2/17	12/17		"
	-Discuss with larger group, get feedback		12/17		"
	-Youth, family feedback	4/17	12/17		
	-Graphics design	4/17	12/17		WG, graphics/secretary
	-PDSA test of change	4/17	12/17		WG
	-Approve for use	4/17	12/17		WG, Branch Chief
	d. Develop policy & procedures for children <12 years	4/17	12/17		WG
	-Based on materials, developmental age/stage	4/17	12/17		"
	e. Develop policy & procedures for youth 12+ years	4/17	12/17		"
	-Annual updates	4/17	12/17		"
	-One touch, One goal	4/17	12/17		"
	-Referrals (see 1.5.3)	4/17	12/17		"

# NPM 12 Transition to Adult Health Care

ESM 12.1: The degree to which the Title V Children and Youth with Special Health Needs Section (CYSHNS) promotes and/or facilitates transition to adult health care for YSHCN.

Task ID	Task	Start Date	Target Date	End Date	Resources
	-Communication tool to engage youth/family	4/17	12/17		"
<b>4.3</b>	<b>Develop and implement referral procedures to adult service agencies</b>	2016	12/19		NWD, Hilopaa F2FHIC, WG
	a. Participate in NWD pilot referral project & advisory board	"	4/17		CYSHNS SW & RN
	b. Participate in CoP, LifeCourse Framework	5/17	Ongoing		Hilopaa F2FHIC, Branch Chief, CYSHNS RN
	c. Incorporate into CYSHNS transition services	12/17	12/19		WG

<b>5.0</b>	<b>TRANSITION TRANSFER OF CARE</b>	<b>2016</b>			
<b>5.1</b>	<b>Prepare youth and family for transfer to adult health care provider, insurance coverage as an adult</b>				
	a. Previous Elements (see 1.0 – 4.0 above) will help prepare youth and family for adult health care transfer and insurance coverage.				

<b>6.0</b>	<b>TRANSITION COMPLETION</b>	<b>12/17</b>	<b>2020</b>		
<b>6.1</b>	<b>Contact youth and parent/caregiver, when CYSHNS services end to confirm having and AHC provider and health insurance coverage, or provide further transition guidance.</b>	12/17			
	a. Contact youth/family at end of CSYSHNS services to confirm having adult health care provider(s) and health insurance.				
	-Group consensus on definition of "confirm having" adult health care provider and insurance coverage.				
	-Develop process & procedures				
	b. Closure letter: include reinforcement of ongoing health care, insurance coverage, etc.				

<b>7.0</b>	<b>INITIATIVES</b>	<b>2016</b>	<b>Ongoing</b>	<b>Ongoing</b>	
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## NPM 12 Transition to Adult Health Care

ESM 12.1: The degree to which the Title V Children and Youth with Special Health Needs Section (CYSHNS) promotes and/or facilitates transition to adult health care for YSHCN.

Task ID	Task	Start Date	Target Date	End Date	Resources
<b>7.1</b>	<b>Transition preparation for children and youth not enrolled in program or without special health care needs</b>	2016		Ongoing	
	a. Community outreach and education	2016			
	-SPIN Conference/Advisory Board	2016			
	-Big Moving Across Communities (MAC) & Moving Across Middle Resource Fairs	2016			
	-Footsteps to Transition Fair/Co-sponsor	2016			
	-Malama da Mind, Marshallese Day, Healthy from Head to Toe, You Can't Have Inclusion Without Us, etc.	2016			
	Legislative Forum/Hilo, Kona, Kauai	2016			
<b>7.2</b>	<b>Transition to AHC awareness and education to community providers, agencies involved with youth</b>	2016			
	a. Community Children's Council Statewide Co-chair meeting	2/17	2/17	2/17	FHSD/CYSHNS
	b. Med-QUEST Division (State Medicaid Agency) EPSDT Quarterly Meeting	3/17	3/17	3/17	CYSHNS
	c. DDD CoP	5/17			Branch Chief, CYSHNS RN
	d. ADRC No Wrong Door	2016			"
<b>7.3</b>	<b>Transition workshops for youth and families</b>				

# NPM 13 Oral Health Leadership

ESM 13.1: The Establishment of Leadership for the State Oral Health Program under direction of dental professional & staff with public health skills.

ESM 13.2: Completion of teledentistry pilot project at three early childhood settings to reach underserved children and pregnant women.

	Year 1 (2016-17)	Year 2 (2017-18)	Year 3 (2018-19)
<b>Policies</b>	Medicaid reimbursement for telehealth	Assess impact of statutes, regulations on Virtual Dental Home (VDH) practices and reimbursement	Recommend statute, regulations changes to support VDH practices and reimbursement
<b>Products</b>		<ul style="list-style-type: none"> <li>SOHP mission, vision, work plans</li> <li>Management &amp; administrative structures &amp; procedures</li> </ul>	Evaluation of 3-year VDH pilot
<b>Programs</b>	<ul style="list-style-type: none"> <li>State Oral Health Program (SOHP) recruits and hires for 3 positions:                             <ul style="list-style-type: none"> <li>Dental Director (half-time)</li> <li>Program Manager</li> <li>Office Assistant (half-time)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Medicaid reimbursement for teledentistry visits</li> <li>Orientation/mentoring of SOHP staff by Association of State &amp; Territorial Dental Directors (ASTDD)</li> <li>Continue recruitment and hiring if not completed</li> </ul>	
<b>Initiatives</b>	<ul style="list-style-type: none"> <li>Pilot Virtual Dental Home (VDH)</li> </ul>	<ul style="list-style-type: none"> <li>Pilot VDH</li> </ul>	<ul style="list-style-type: none"> <li>Pilot VDH</li> </ul>
<b>Events</b>	Communications to stakeholders on VDH project	Ongoing community presentations on VDH progress	Ongoing communications on VDH progress

# Oral Health Leadership Work plan

ESM 13.1: Establishment of Leadership for the State Oral Health Program (SOHP) under direction of dental professional & staff with public health skills.

Task ID	Task	Start Date	End Date	Resources
<b>1.0</b>	<b>Develop Staffing Plan for SOHP to secure funding</b>	3/16	8/16	FHSD, CDC
1.1	Check with Accountant/Personnel Officer to identify salary range	3/16	3/16	
1.2	Submit CDC Oral Health Grant application w/ new staffing plan to include Full-time Program Manager, half-time Dental Director, Eliminate Epi position	3/16	3/16	
1.3	Secure CDC approval for staffing plan/budget	8/16	8/16	
<b>2.0</b>	<b>Establish Exempt Position in DOH (Program Manager)</b>			
2.1	Determine classification & salary range			Accountant, Personnel Officer (PO)
2.2	Process New Grant Award & Carryover Requests (Done annually)	8/16	10/16	Account, Public Health Administrative Officer (PHAO), Administrative Services Office (ASO)
2.3	Enter Grant/Positions into DOH State Budget Proposal, complete Form A (delete .25 FTE Epi) Note: Legislature approval in April 2017	9/16	9/16	Division PHAO
2.4	Finalize Position description including justification for exemption	8/16	8/16	FHSD, PO
2.5	Complete HRD-1 (Position Action Form) Make sure to use correct account code	8/16	8/16	PO Accountant
2.6	Submit HRD-1 to for approval by Dept of Health (DOH) Administrative Services Office (ASO) & State Human Resources Office (HRO) to secure approval for classification and compensation	8/16	10/16	PO submits ASO, HRO approval
<b>3.0</b>	<b>Recruit for Positions</b>	2014		
3.1	Permission to hire			Governor's office

# Oral Health Leadership Work plan

ESM 13.1: Establishment of Leadership for the State Oral Health Program (SOHP) under direction of dental professional & staff with public health skills.

				DOH Personnel
3.2	Announce the availability of position			FHSD, DOH Personnel, State Human Resources Office (HRO)
<b>4.0</b>	<b>Interview &amp; Hire</b> Dental Director 3 sets of interviews, hired 4/1/17 Program Specialist 1 set of interviews, no offer Office Assistant 2 sets of interviews, hired 2/1/17	Various	various	
4.1	List of applicants received (& determine whether applicants are interested in interviewing PS position is regular civil service)			HRO, PO
4.2	Select Interview panel			FHSD Chief
4.3	Develop interview questions			FHSD
4.4	Conduct Interview, Check references			Selection panels
4.5	Determine whether offer to be made			Selection panels
<b>5.0</b>	<b>Orientation &amp; Training</b>			
5.1	Apply for Association of State & Territorial Dental Directors (ASTDD) mentorship program for dental director	4/2017	5/30/17	Dental Director/FHSD Chief
5.2	Orientation/training	4/1/17		FHSD
<b>6.0</b>	<b>Performance Evaluation/Improvement</b>			
<b>7.0</b>	<b>Evaluate Staffing Plan</b>			
<b>8.0</b>	<b>Identify &amp; secure sustainable funding for positions</b>			