

# PROJECT CHECKLIST

## LAY THE GROUNDWORK

Step 1	Register for Online Access	<a href="https://bit.ly/2G2GBxp">https://bit.ly/2G2GBxp</a>
Step 2	Communicate the Initiative to Health Center Staff	<a href="https://bit.ly/2J4WlKE">https://bit.ly/2J4WlKE</a>
Step 3	Identify Patients to Receive Patient Care Kits: Complete Risk Stratification	<a href="https://bit.ly/3oyauqU">https://bit.ly/3oyauqU</a>
Step 4	Designate a Place and Process to Receive, Store, and Assemble Patient Care Kits	<a href="https://bit.ly/35BCyBa">https://bit.ly/35BCyBa</a>
Step 5	Complete Value Transformation Framework Assessment: Welcome to Elevate 2021	<a href="https://bit.ly/37Jdxqg">https://bit.ly/37Jdxqg</a>
Step 6	Attend Welcome Call and Launch Huddle	(Link via Calendar Invite)
Step 7	Document Patient Telehealth Workflow	<a href="https://bit.ly/3mqmSY8">https://bit.ly/3mqmSY8</a>
Step 8	Document Staff Pilot Workflow	<a href="https://bit.ly/3kA8Nqy">https://bit.ly/3kA8Nqy</a>
Step 9	Educate and Train Staff	<a href="https://bit.ly/2Hv8i2T">https://bit.ly/2Hv8i2T</a>
Step 10	Set Goals and Define Success	<a href="https://bit.ly/2G2IHgL">https://bit.ly/2G2IHgL</a>

## LAUNCH

Step 1	Review Project Schedule	<a href="https://bit.ly/3kLSFCc">https://bit.ly/3kLSFCc</a>
Step 2	Orient Staff to Patient Care Kits	<a href="https://bit.ly/2HIARtv">https://bit.ly/2HIARtv</a>
Step 3	Enroll Patients	<a href="https://bit.ly/3mrThgT">https://bit.ly/3mrThgT</a>
Step 4	Distribute Kits and Provide Education & Training	<a href="https://bit.ly/2TvLlTe">https://bit.ly/2TvLlTe</a>
Step 5	Completed Baseline Measurement	<a href="https://bit.ly/35HQwkX">https://bit.ly/35HQwkX</a>

## IMPLEMENT

Step 1	Ongoing/Weekly Data Collection & Monthly Reporting December: <a href="https://bit.ly/3kAtNNN">https://bit.ly/3kAtNNN</a> January: <a href="https://bit.ly/2HGUEOi">https://bit.ly/2HGUEOi</a> February: <a href="https://bit.ly/3dZtsBY">https://bit.ly/3dZtsBY</a> March: <a href="https://bit.ly/31LOWx8">https://bit.ly/31LOWx8</a> April: <a href="https://bit.ly/3kzosGD">https://bit.ly/3kzosGD</a> May/June: <a href="https://bit.ly/2JbMTfw">https://bit.ly/2JbMTfw</a>	
Step 2	Attend Monthly Peer Exchanges (Links will be sent to your email)	

## WRAP-UP

Step 1	Final Reporting	<a href="https://bit.ly/2TtzFN9">https://bit.ly/2TtzFN9</a>
--------	-----------------	-------------------------------------------------------------