

Health Center Project Checklist

LAY THE GROUNDWORK

ACTION ITEM	LINK	DUE DATE
Attend project meeting: Welcome call	Slides link	11/18/2021 1-2pm ET
Communicate <i>Healthy Together</i> initiative to staff at your health center	Leadership Email Template Press Release Template Staff Fact Sheet	12/01/2021
Register for Elevate 2022	bit.ly/Elevate_2022	12/01/2021
Assess: 3+ senior leaders complete VTF Assessment	reglantern.com/vtf	12/01/2021
Attend project meeting: Getting started	Slides link Recording link	12/01/2021 1-2pm ET
Register for Lifestyle Coach training	bit.ly/Healthy_Lifestyle_Coach	12/08/2021
Complete Patient Care Kit Order Form: process to receive, store, & assemble Patient Care Kits	bit.ly/Healthy_CareKits	12/08/2021
Identify prospective participants (using risk stratification); select patients from list of 2-3 provider champions	Checklist for Running & Analyzing Patient Lists	01/05/2022
Attend project meeting: Health center workflows	Slides link Recording link	12/08/2021 1-2pm ET
Document <i>Healthy Together</i> workflow	Fillable Workflow Template Submission link	12/15/2021
Attend project meeting: Setting SMART Goals & Measuring Impact	Slides link Recording link	12/15/2021 1-2pm ET
Set Healthy Together goals for your health center	Submission link	01/05/2022
Attend project meeting: Patient Engagement & Retention	Slides link Recording link	01/05/2022 1-2pm ET