

Health Center Project Checklist

ONGOING

ACTION ITEM	LINK	DUE DATE
Stay up-to-date with <i>Healthy Together</i> newsletters	01/21/22 Newsletter 01/14/22 Newsletter 01/07/22 Newsletter	ONGOING

LAUNCH

ACTION ITEM	LINK	DUE DATE
Complete Start-Up Visits with patients	Wellocity workflow	03/31/2022

LAY THE GROUNDWORK

ACTION ITEM	LINK	DUE DATE
Invite patients to participate in <i>Healthy Together</i>	Patient Info Sheet (Formatted) Patient Info Sheet (Unformatted) Patient Agreement Patient Checklist (Excel) Patient Checklist (pdf)	02/25/2022
Attend project meeting: Wellocity Lifestyle Coach training	Registration link	02/16/2022
Complete ADCES Lifestyle Coach training registration	Link sent via email	02/04/2022
Determine the days/times <i>Healthy Together</i> sessions will be held & complete form	bit.ly/Healthy_Session_Scheduling	01/28/2022
Attend project meeting: Wellocity Start-Up Visit Workflow	Slides link Recording link	01/19/2022 1-2pm ET

LAY THE GROUNDWORK

ACTION ITEM	LINK	DUE DATE
Identify prospective participants (using risk stratification); select patients from list of 2-3 provider champions	Checklist for Running & Analyzing Patient Lists	01/05/2022
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
Document <i>Healthy Together</i> workflow	Fillable PDF Template Google Slides Template Submission link	12/15/2021
Attend project meeting: Setting SMART Goals & Measuring Impact	Slides link Recording link	12/15/2021 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
Attend project meeting: Health center workflows	Slides link Recording link	12/08/2021 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
Attend project meeting: Welcome call	Slides link	11/18/2021 1-2pm ET