

## Health Center Project Checklist

### LAY THE GROUNDWORK

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