

## Health Center Project Checklist

### ONGOING

ACTION ITEM	LINK	DUE DATE
<b>Stay up-to-date</b> with <i>Healthy Together</i> newsletters	<a href="#">02/11/22 Newsletter</a> <a href="#">02/04/22 Newsletter</a> <a href="#">01/28/22 Newsletter</a> <a href="#">01/21/22 Newsletter</a> <a href="#">01/14/22 Newsletter</a>	ONGOING

### LAUNCH

ACTION ITEM	LINK	DUE DATE
<b>Complete Start-Up Visits</b> with patients	<a href="#">Wellocity workflow</a>	03/31/2022

### LAY THE GROUNDWORK

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

## LAY THE GROUNDWORK

ACTION ITEM	LINK	DUE DATE
<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>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
<b>Document</b> <i>Healthy Together</i> workflow	<a href="#">Fillable PDF Template</a> <a href="#">Google Slides 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>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>Attend project meeting:</b> Health center workflows	<a href="#">Slides link</a> <a href="#">Recording link</a>	12/08/2021 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>Attend project meeting:</b> Welcome call	<a href="#">Slides link</a>	11/18/2021 1-2pm ET