| **Program Activity**  | **Responsibilities** |
| --- | --- |
| **Community Care Coordination Planning and Development** | * Act as a liaison for DRCHSD staff for community care coordination planning
* Act as point of contact for DRCHSD staff and Health Care Organization team
* Facilitate communications between various parties
* Assist with ongoing community health needs assessments and monitoring of changes in community health outcomes, as identified
* Review, understand, and present the community health status report provided by DRCHSD staff to the Health Care Organization leadership teams and community partners
* Assist the executive team and community partners through community care coordination planning activities
* Consult with executive team to schedule community care coordination events and workshops
* Build awareness of Health Care Organization services with community
* Engage community partners in Program activities
* Coordinate and host community care coordination events and workshops
* Assist in the development and implementation of a community care coordination plan
* Support the implementation of the community care coordination action plans
* Support community care coordination events by facilitating workshops, conversations, and presentations
 |
| **Community Champion Learning**  | * Attend and participate in:
	+ Community Champion learning collaboratives
	+ Trainings bootcamps
	+ Annual summits, workshops, bootcamps
	+ Community Champion Q&A Worktimes
	+ DRCHSD Program Webinars (supportive of community care coordination planning)
	+ National and regional conferences
 |
| **DRCHSD Staff Communications (one: one, check-in, community care coordination planning calls, emails, etc.)** | * Prepare for and participate in regularly scheduled Center calls
* Respond timely to Center communications
 |
| **Progress Reporting** | * Submit quarterly progress report programmatic checklist to DRCHSD staff and Health Care Organization leadership.
* Participate in quarterly calls to share action plan(s) implementation and progress of community care coordination plan
 |
| **Engage Community and Build Relationships** | * Conduct community outreach to local health and social service providers
* Build community support and gain buy-in for program activities
* Act as a catalyst for culture change
* Promote health and wellness
* Assist in improving community health outcomes
* Share county health rankings with community
* Promote the Health Care Organization’s services and quality of care
* Build awareness of locally available services
* Assist in the development of short videos of the community
* Provide monthly updates to community partners and other community members, organizations and agencies defined by leadership
 |
| **Other DRCHSD Program Consultations and Assessments (as appropriate – participation should not inhibit community care coordination planning progress)** | * Support the Health Care Organization team through Program activities
* Observe action planning sessions to support community care coordination planning
* Participate as requested by the executive team in post-project follow-up activities
* Support executive team with implementation of recommendations in relation to community care coordination planning and as applicable to the role and their skill level
* Participate in Program evaluation activities, as applicable to their role
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