**Community Care Coordination action plan next steps Guide**

**Preface:** The Community Champion is responsible for coordinating next steps to implement the community care coordination action plan(s) developed at the COMMUNITY CARE COORDINATION workshop with the health care organization leadership team and community partners. Guidance for next steps is provided below but are not exclusive of other Community Champion-related roles and responsibilities as outlined in the DRCHSD Community Champion guide and identified by the health care organization leadership team and DRCHSD staff.

**1 – 4 Weeks Following COMMUNITY CARE COORDINATION Workshop**

* Meet one to one with DRCHSD program staff to discuss the outcomes of the workshop and clarify Community Champion next steps
* Email all workshop attendees including health care organization staff and community partners.
* Email should:
  + Thank attendees for participating in the workshop;
  + Acknowledge the report as attachment;
  + Highlight key outcomes to include voted priorities and team leads;
    - *The collaborative voted on the following priorities to action plan and implement over the next 6 – 12 months* **(Note: Community Champion to include the specific month, year dating back to the COMMUNITY CARE COORDINATION onsite date: Month, Year to Month, Year)**:
      * *Priority area #1 (Team Lead: [NAME])*
      * *Priority area #2 (Team Lead: [NAME])*
      * *Priority area #3 (Team Lead: [NAME])*
  + Outline Community Champion next steps for following up with team leads
    - Community Champion should meet as soon as possible with team leads to determine their needs and how Community Champion can assist with implementation.
  + Outline Community Champion next steps for coordinating meeting with collaborative
    - Next meeting should take place no later than a month following workshop to keep momentum
    - If the next meeting date was determined during the workshop, mention the date and ask for confirmation
    - If the next meeting date was not determined during the workshop, propose a date and ask email recipients to respond with their availability. Note to go with the most preferred date.
    - Include the purpose of the next meeting: the purpose of the meeting is to discuss progress, analyze challenges, note breakthroughs, highlight accomplishments, determine where Community Champion can assist, etc.
  + Mention Community Champion’s next steps for following up with missing organizations/people **(Note: this includes community partners that were not in attendance at the workshop but should be involved.)**
* **Other:** Community Champion to assist with implementation activities

***Note:*** *The number of interactions (i.e. Meetings, phone calls, etc.) is not restricted to what’s outlined in this timeframe. Please touch base as often as needed.*

**4 – 6 Weeks Following COMMUNITY CARE COORDINATION Workshop**

* Confirm meeting date and location for collaborative
* Develop meeting agenda and share with team leads for revision
* Finalize meeting agenda
* Send invite letter and confirmed meeting agenda to collaborative and missing people/organizations from previous workshop (i.e. Onsite workshop)
* Confirm RSVPs. Invite should include meeting purpose: the purpose of the meeting is to discuss progress, analyze challenges, note breakthroughs, highlight accomplishments, determine where Community Champion can assist, etc.
* Follow up with people/organizations that have not RSVP’d
* Coordinate and lead in-person meeting with collaborative
* Document notes from the meeting to share in follow up email to collaborative
* **Other:** Community Champion to assist with implementation activities

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**6 – 12 Weeks Following COMMUNITY CARE COORDINATION Workshop**

* Organize meeting notes into a report to share in follow up email
* Email all workshop attendees including health care organization staff and community partners.
* Email should:
  + Thank attendees for participating in the meeting;
  + Acknowledge the meeting report as attachment;
  + Highlight positives (number of attendees; progress updates/accomplishments; breakthroughs; new partnerships; etc.);
  + Outline Community Champion next steps for following up with team leads to determine their needs and how Community Champion can assist with implementation.
  + Outline Community Champion next steps for coordinating next large group meeting and highlight the next meeting date as confirmed by the collaborative during the previous meeting
* **DRCHSD Quarterly Progress Call**: Prepare implementation update notes for a scheduled call with DRCHSD program staff. Notes should include progress for all community care coordination plans. Be prepared to respond to the following:
  + On a scale of 1 – 5, rate the extent to which your healthcare organization has implemented your community care coordination action plan(s).
  + What is going well concerning your work towards the implementation of your community care coordination action plan(s)?
  + What are some of the ways your community care coordination action plan(s) has impacted your healthcare organization, its culture, and the community? Please provide specific examples, if available.
  + Briefly summarize the action steps you helped carry out during the reporting period.
    - **Onsite Consultations and Assessments:**
    - **Community Care Coordination:**
  + What feels most challenging to you in the role of Community Champion?
  + What are your next steps toward implementing the community care coordination action plan(s)?
  + What additional training or resources will you need to continue working towards full implementation of the community care coordination plan?

***Note:*** *The number of interactions (i.e. Meetings, phone calls, etc.) is not restricted to what’s outlined in this timeframe. Please touch base as often as needed.*

**12 – 24 Weeks Following COMMUNITY CARE COORDINATION Workshop**

* Repeat the next steps previously outlined.
  + Continue meeting with team leads to determine their needs and how Community Champion can assist with implementation.
  + Continue meeting with the collaborative to discuss progress, analyze challenges, note breakthroughs, highlight accomplishments, determine where Community Champion can assist, etc.;
* **DRCHSD Quarterly Progress Call**: Prepare implementation update notes for a scheduled call with DRCHSD program staff. Notes should include progress for all community care coordination plans. Be prepared to respond to the following:
  + On a scale of 1 – 5, rate the extent to which your healthcare organization has implemented your community care coordination action plan(s).
  + What is going well concerning your work towards the implementation of your community care coordination action plan(s)?
  + What are some of the ways your community care coordination action plan(s) has impacted your healthcare organization, its culture, and the community? Please provide specific examples, if available.
  + Briefly summarize the action steps you helped carry out during the reporting period.
    - **Onsite Consultations and Assessments:**
    - **Community Care Coordination:**
  + What feels most challenging to you in the role of Community Champion?
  + What are your next steps toward implementing the community care coordination action plan(s)?
  + What additional training or resources will you need to continue working towards full implementation of the community care coordination plan?

***Note:*** *The number of interactions (i.e. Meetings, phone calls, etc.) is not restricted to what’s outlined in this timeframe. Please touch base as often as needed.*