

CE Sponsorship Work Plan

Objectives	Activities	Staff involved	Deliverables	Target date
<p>1) Establish collaboration with the Contractors selected by CDPHE to administer CE financial assistance.</p>	<p>1-1) Approach each administrative contractor identified by CDPHE to establish collaborations.</p> <p>1-2) Negotiate and finalize written, signed memoranda of understanding (MOU) that set mutual understandings in regard to this project.</p> <p>Additional activities: 1-3) 1-4) 1-5)</p>		<p>Copies of signed MOUs are submitted to CDPHE for each contractor identified by CDPHE.</p>	<p>30 days after the start contract</p>
<p>2) Build the needed infrastructure to implement CE support in order to meet client needs.</p>	<p>2-1) Hire and/or train personnel necessary for this project</p> <p>2-2) Develop policies and procedures to identify clients that could potentially benefit from CE assistance.</p> <p>Additional activities: 2-3) 2-4) 2-5)</p>		<p>Provide documentation to CDPHE concerning:</p> <p>1) The training provided to staff and its relevance to this project.</p> <p>2) Client recruitment strategies, including:</p> <ul style="list-style-type: none"> <li>i. Changes in intake processes for other services to identify clients experiencing critical events;</li> <li>ii. Ways that existing data systems will be routinely queried to identify potential CE clients;</li> <li>iii. Protocols for outreaching potential CE clients and offering sponsorship;</li> <li>iv. Protocols for receiving referrals for CE sponsorship from CDPHE and other community partners.</li> </ul>	<p>2-1) ____/____/2016</p> <p>2-2) ____/____/2016</p> <p>2-3) ____/____/2016</p> <p>2-4) ____/____/2016</p> <p>2-5) ____/____/2016</p>

Objectives	Activities	Staff involved	Deliverables	Target date
<p>3) Implement client recruitment strategies leading to an initial cohort of CE sponsorship.</p>	<p>3-1) Begin identifying potential CE clients during intake for other services.</p> <p>3-2) Begin querying existing data systems to identify potential CE clients.</p> <p>3-3) Begin outreaching potential CE clients.</p> <p>3-4) Begin receiving referrals for CE sponsorship.</p> <p>3-5) Open cases for an initial cohort of CE sponsees.</p> <p>Additional activities: 3-6) 3-7) 3-8)</p>		<p>Document the initiation of CE sponsorship for the initial cohort of CE sponsees using the ARIES system.</p>	<p>3-1) ___/___/2016</p> <p>3-2) ___/___/2016</p> <p>3-3) ___/___/2016</p> <p>3-4) ___/___/2016</p> <p>3-5) ___/___/2016</p> <p>3-6) ___/___/2016</p> <p>3-7) ___/___/2016</p> <p>3-8) ___/___/2016</p>
<p>4) Continue providing CE sponsorship throughout the effective period of the contract</p>	<p>4-1) Open an average of ___ CE sponsorship cases per month.</p> <p>4-2) Conduct sponsor activities while cases are active.</p> <p>4-3) Assuming a six-month active period per client, close ___ cases by 3/31/2016.</p> <p>Additional activities: 4-4) 4-5) 4-6)</p>		<p>Document the opening of CE cases in ARIES.</p> <p>Document sponsor activities, including case closure, in ARIES.</p>	<p>4-1) Beginning ___/___/2016 through 3/31/2017</p> <p>4-2) Beginning ___/___/2016 through 3/31/2017</p> <p>4-3) Beginning ___/___/2016 through 3/31/2017</p> <p>4-4) ___/___/2016</p> <p>4-5) ___/___/2016</p> <p>4-6) ___/___/2016</p>