

CO Assessment Tool - Development and Piloting Plan

ID	Outline Number	Task Name	Duration	Start
1	1	Revised work plan approved	20 days	Fri 11/7/14
2	2	Memo summarizing pilot plans	10 days	Mon 11/24/14
3	3	CHF Grant	142 days	Fri 11/7/14
4	3.1	Level of Care Validation	140 days	Fri 11/7/14
5	3.1.1	Tool Development	60 days	Fri 11/7/14
6	3.1.1.1	Recreate LOC criteria using CARE items	35 days	Fri 11/7/14
7	3.1.1.1.1	Create draft crosswalk	20 days	Fri 11/7/14
8	3.1.1.1.2	HCPF input and refinement	15 days	Fri 12/5/14
9	3.1.1.2	Create ULTC100.2+ LOC pilot tool	25 days	Fri 12/26/14
10	3.1.1.2.1	Create draft instrument	10 days	Fri 12/26/14
11	3.1.1.2.2	HCPF input and refinement	10 days	Fri 1/9/15
12	3.1.1.2.3	Adapting tool for data collection (e.g., paper, fillable pdf)	5 days	Fri 1/23/15
13	3.1.2	Data Collection	80 days	Fri 1/9/15
14	3.1.2.1	Recruit agencies	35 days	Fri 1/9/15
15	3.1.2.2	Train agencies	5 days	Fri 2/27/15
16	3.1.2.3	Collect Data	40 days	Fri 3/6/15
17	3.1.2.4	Payments to assessors	40 days	Fri 3/6/15
18	3.1.3	Data Analyses	15 days	Fri 5/1/15
19	3.1.3.1	Build modeling file	5 days	Fri 5/1/15
20	3.1.3.2	Analyze Data	5 days	Fri 5/8/15
21	3.1.3.3	Summarize findings and recommendations	5 days	Fri 5/15/15

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ID	Outline Number	Task Name	Duration	Start
22	3.2	Intake/Eligibility Screen	142 days	Fri 11/7/14
23	3.2.1	Tool Development	77 days	Fri 11/7/14
24	3.2.1.1	Identify tool purposes	30 days	Fri 11/7/14
25	3.2.1.1.1	Memo summarizing screen purpose	10 days	Fri 11/7/14
26	3.2.1.1.2	HCPF input and refinement	20 days	Fri 11/21/14
27	3.2.1.2	Develop Screen Workflow	25 days	Fri 12/19/14
28	3.2.1.2.1	Draft flow	10 days	Fri 12/19/14
29	3.2.1.2.2	HCPF and stakeholder input and refinement	15 days	Fri 1/2/15
30	3.2.1.3	Develop Paper Version of the Screen	22 days	Fri 1/23/15
31	3.2.1.3.1	Create draft instrument	10 days	Fri 1/23/15
32	3.2.1.3.2	HCPF input and refinement	12 days	Fri 2/6/15
33	3.2.2	Piloting	65 days	Tue 2/24/15
34	3.2.2.1	Workgroup Role Play	10 days	Tue 2/24/15
35	3.2.2.2	Pilot	55 days	Tue 3/10/15
36	3.2.2.2.1	Recruit pilot participants	20 days	Tue 3/10/15
37	3.2.2.2.2	Adapt tool for pilot/determine automation	10 days	Tue 3/10/15
38	3.2.2.2.3	Train pilot participants	5 days	Tue 4/7/15
39	3.2.2.2.4	Run pilot	20 days	Tue 4/14/15
40	3.2.2.2.5	Payments to assessors	20 days	Tue 4/14/15
41	3.2.2.2.6	Collect feedback and modify tool	10 days	Tue 5/12/15

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ID	Outline Number	Task Name	Duration	Start
42	4	Support Planning Assessment (non-IDD)	300 days	Thu 5/15/14
43	4.1	Tool Development	149 days	Mon 12/8/14
44	4.1.1	Determine domains for the tool	10 days	Mon 12/8/14
45	4.1.1.1	Draft of proposed domains	10 days	Mon 12/8/14
46	4.1.1.2	HCPF and stakeholder input and refinement	3 days	Mon 12/15/14
47	4.1.2	ID other current "tools" to be folded in	23 days	Thu 12/18/14
48	4.1.2.1	Crosswalk of other tools and MnCHOICES/CARE	10 days	Thu 12/18/14
49	4.1.2.2	Recommendations for subsuming tools and inclusion of additional items	10 days	Thu 1/1/15
50	4.1.2.3	HCPF and stakeholder input and refinement	3 days	Thu 1/15/15
51	4.1.3	Develop workflow	32 days	Tue 1/20/15
52	4.1.3.1	Draft flow	22 days	Tue 1/20/15
53	4.1.3.2	HCPF and stakeholder input and refinement	10 days	Thu 2/19/15
54	4.1.4	Develop Paper Version of the Tool	31 days	Thu 3/5/15
55	4.1.4.1	Create draft instrument	15 days	Thu 3/5/15
56	4.1.4.2	Insert new TEFT items	5 days	Thu 3/26/15
57	4.1.4.3	HCPF and stakeholder input and refinement	10 days	Thu 4/2/15
58	4.1.4.4	Insert self-direction and employment modules	1 day	Thu 4/16/15
59	4.1.5	Flag required items	20 days	Fri 4/17/15
60	4.1.5.1	Draft required items	5 days	Fri 4/17/15
61	4.1.5.2	HCPF input and refinement	15 days	Fri 4/24/15
62	4.1.6	Incorporate person-centered module	1 day	Thu 7/2/15

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ID	Outline Number	Task Name	Duration	Start
63	4.2	Development of Training materials	39 days	Fri 5/15/15
64	4.2.1	Develop draft training materials	20 days	Fri 5/15/15
65	4.2.2	Obtain feedback on draft training materials	3 days	Fri 7/3/15
66	4.2.2.1	Review with State staff and incorporate input	2 days	Fri 7/3/15
67	4.2.2.2	Stakeholder meeting: Review and obtain input on draft training materials	1 day	Tue 7/7/15
68	4.2.3	Deliverable: Revised Training materials	1 day	Wed 7/8/15
69	4.3	Workgroup Role Play	1 day	Thu 5/15/14

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ID	Outline Number	Task Name	Duration	Start
70	5	Support Planning Assessment (IDD)	112 days	Thu 3/5/15
71	5.1	Tool Development	75 days	Thu 3/5/15
72	5.1.1	Refine workflow to incorporate SIS	30 days	Thu 3/5/15
73	5.1.1.1	Draft flow	20 days	Thu 3/5/15
74	5.1.1.2	HCPF and stakeholder input and refinement	10 days	Thu 4/2/15
75	5.1.2	Develop Paper Version of the Tool	30 days	Thu 4/16/15
76	5.1.2.1	Create draft instrument	20 days	Thu 4/16/15
77	5.1.2.2	HCPF input and refinement	10 days	Thu 5/14/15
78	5.1.3	Flag required items	15 days	Thu 5/28/15
79	5.1.3.1	Draft required items	10 days	Thu 5/28/15
80	5.1.3.2	HCPF input and refinement	5 days	Thu 6/11/15
81	5.2	Adapt Training materials for IDD	20 days	Thu 7/9/15
82	5.2.1	Develop draft adapted training materials	15 days	Thu 7/9/15
83	5.2.2	Obtain feedback on draft adapted training materials	4 days	Thu 7/30/15
84	5.2.2.1	Review with State staff and incorporate input	3 days	Thu 7/30/15
85	5.2.2.2	Stakeholder meeting: Review and obtain input on draft training materials	1 day	Tue 8/4/15
86	5.2.3	Deliverable: Revised Adapted Training materials	1 day	Wed 8/5/15
87	5.3	Workgroup Role Play	2 days	Thu 8/6/15

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ID	Outline Number	Task Name	Duration	Start
88	6	Person-centered module	169 days	Fri 11/7/14
89	6.1	Tool Development	85 days	Fri 11/7/14
90	6.1.1	ID open-ended items	60 days	Fri 11/7/14
91	6.1.1.1	Develop draft items	40 days	Fri 11/7/14
92	6.1.1.2	HCPF and stakeholder input and refinement	20 days	Fri 1/2/15
93	6.1.2	ID closed-ended items	45 days	Fri 11/7/14
94	6.1.2.1	Choose survey from which to draw items	20 days	Fri 11/7/14
95	6.1.2.2	HCPF input and refinement	3 days	Mon 12/15/14
96	6.1.2.3	Select individual items	15 days	Fri 12/5/14
97	6.1.2.4	HCPF and stakeholder input and refinement	10 days	Fri 12/26/14
98	6.1.3	Develop Paper Version of the Tool(s)	10 days	Fri 1/30/15
99	6.1.4	Develop sharing protocols	15 days	Fri 2/13/15
100	6.1.4.1	Draft protocol	10 days	Fri 2/13/15
101	6.1.4.2	HCPF and stakeholder input and refinement	5 days	Fri 2/27/15

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ID	Outline Number	Task Name	Duration	Start
102	6.2	Piloting	84 days	Fri 3/6/15
103	6.2.1	Workgroup Role Play	1 day	Fri 3/6/15
104	6.2.2	Participant and provider focus groups	10 days	Wed 4/1/15
105	6.2.3	Refine tools	20 days	Wed 4/15/15
106	6.2.4	Small Scale Pilot	56 days	Wed 4/15/15
107	6.2.4.1	Recruit pilot participants	5 days	Wed 4/15/15
108	6.2.4.2	Train pilot participants	5 days	Wed 5/13/15
109	6.2.4.3	Run pilot	20 days	Wed 5/20/15
110	6.2.4.4	Pay for pilot (50 tests @\$50 each + \$25 stipend for participants)	20 days	Wed 5/20/15
111	6.2.4.5	Collect feedback and modify tool	10 days	Wed 6/17/15
112	6.2.4.6	Fold into Support Plan Assessment for Field Testing	1 day	Wed 7/1/15
113	7	Employment module	60 days	Thu 12/18/14
114	7.1	Tool Development	45 days	Thu 12/18/14
115	7.1.1	Identify tool purposes	15 days	Thu 12/18/14
116	7.1.1.1	Memo summarizing screen purpose	10 days	Thu 12/18/14
117	7.1.1.2	HCPF input and refinement	5 days	Thu 1/1/15
118	7.1.2	Develop Paper Version of the Screen	30 days	Thu 1/8/15
119	7.1.2.1	Create draft instrument	15 days	Thu 1/8/15
120	7.1.2.2	HCPF input and refinement	15 days	Thu 1/29/15
121	7.2	Workgroup Role Play	10 days	Thu 2/19/15
122	7.3	Tool ready for incorporation into Support Planning Assessment	5 days	Thu 3/5/15

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ID	Outline Number	Task Name	Duration	Start
123	8	Self-direction module	60 days	Thu 12/18/14
124	8.1	Tool Development	45 days	Thu 12/18/14
125	8.1.1	Identify tool purposes	15 days	Thu 12/18/14
126	8.1.1.1	Memo summarizing screen purpose	10 days	Thu 12/18/14
127	8.1.1.2	HCPF input and refinement	5 days	Thu 1/1/15
128	8.1.2	Develop Paper Version of the Screen	30 days	Thu 1/8/15
129	8.1.2.1	Create draft instrument	15 days	Thu 1/8/15
130	8.1.2.2	HCPF input and refinement	15 days	Thu 1/29/15
131	8.2	Workgroup Role Play	10 days	Thu 2/19/15
132	8.3	Tool ready for incorporation into Support Planning Assessment	5 days	Thu 3/5/15

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ID	Outline Number	Task Name	Duration	Start
133	9	TEFT and/or MMIS Development	157 days	Tue 9/1/15
134	9.1	Non-IDD Support Planning Assessment Small Scale Pilot	32 days	Tue 9/1/15
135	9.1.1	Recruit pilot participants	5 days	Tue 9/1/15
136	9.1.2	Train pilot participants	2 days	Tue 9/8/15
137	9.1.3	Run pilot	15 days	Thu 9/10/15
138	9.1.4	Pay for assessments (50 assessments & \$200 each + \$75 stipend for participants)	15 days	Thu 9/10/15
139	9.1.5	Collect feedback and modify tool	10 days	Thu 10/1/15
140	9.2	Non-IDD Support Planning Assessment Field Testing Pilot	125 days	Thu 10/15/15
141	9.2.1	Adapt tool for pilot/determine automation	30 days	Thu 10/15/15
142	9.2.2	Recruit pilot participants	30 days	Thu 10/15/15
143	9.2.3	Train pilot participants	10 days	Thu 11/26/15
144	9.2.4	Run pilot	60 days	Thu 12/10/15
145	9.2.5	Pay for assessments (500 assessments & \$200 each + \$75 stipend for participants)	60 days	Thu 12/10/15
146	9.2.6	Collect feedback and modify tool	25 days	Thu 3/3/16
147	9.2.6.1	Quantitative data analyses	15 days	Thu 3/3/16
148	9.2.6.1.1	Develop analysis file	5 days	Thu 3/3/16
149	9.2.6.1.2	Conduct and summarize analyses	5 days	Thu 3/10/16
150	9.2.6.1.3	Deliverable: Presentation summarizing analyses	5 days	Thu 3/17/16
151	9.2.6.2	Conduct focus groups	5 days	Thu 3/3/16
152	9.2.6.3	Deliverable: Revised version of tool and training materials	10 days	Thu 3/24/16

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ID	Outline Number	Task Name	Duration	Start
153	9.3	IDD Support Planning Assessment Piloting	130 days	Tue 9/1/15
154	9.3.1	Small Scale Pilot	45 days	Tue 9/1/15
155	9.3.1.1	Recruit pilot participants	10 days	Tue 9/1/15
156	9.3.1.2	Train pilot participants	10 days	Tue 9/15/15
157	9.3.1.3	Run pilot	15 days	Tue 9/29/15
158	9.3.1.4	Pay for assessments (50 assessments & \$200 each + \$75 stipend for participants)	15 days	Tue 9/29/15
159	9.3.1.5	Collect feedback and modify tool	10 days	Tue 10/20/15
160	9.3.2	Field Testing Pilot	85 days	Tue 11/3/15
161	9.3.2.1	Adapt tool for pilot/determine automation	10 days	Tue 11/3/15
162	9.3.2.2	Recruit pilot participants	10 days	Tue 11/17/15
163	9.3.2.3	Train pilot participants	10 days	Tue 12/1/15
164	9.3.2.4	Run pilot	30 days	Tue 12/15/15
165	9.3.2.5	Pay for assessments (500 assessments & \$200 each + \$75 stipend for participants)	30 days	Tue 12/15/15
166	9.3.2.6	Collect feedback and modify tool	25 days	Tue 1/26/16
167	9.3.2.6.1	Quantitative data analyses	15 days	Tue 1/26/16
168	9.3.2.6.1.1	Develop analysis file	5 days	Tue 1/26/16
169	9.3.2.6.1.2	Conduct and summarize analyses	5 days	Tue 2/2/16
170	9.3.2.6.1.3	Deliverable: Presentation summarizing analyses	5 days	Tue 2/9/16
171	9.3.2.6.2	Conduct focus groups	5 days	Tue 1/26/16
172	9.3.2.6.3	Deliverable: Revised version of tool and training materials	10 days	Tue 2/16/16
173	10	TEFT Start Date	0 days	Tue 9/1/15
174				