

LDH BMHA Louisiana Partnership Grant to Address Minority Health Disparities Work Plan
Project Period: August 1, 2015 – July 31, 2016
REVIEW

Task	Subtasks	Lead	Resources Needed	Deadline	Status	Notes
Task 1. Administrative	Notify LDH and DOA officials of award	Macklin	OMH notice of award (NOA)	09/01/2015	Complete	
	Establish finance account and code(s)	Macklin	LDH fiscal office, approved budget	10/31/2015	Complete	
	Develop vendor contract agreements	Macklin	Vendor CF-1 and statement of work docs	12/31/2015	PBRC – done NM2C – done IAM – closing out FY2015	
	Bimonthly OMH Group Call	Bradford (OMH)	OMH conference call number, agenda	01/20/2016 03/16/2016 05/18/2016 07/20/2016	Jan – complete	
	Establish subcontractor agreements	Macklin	Vendor CF-1 and statement of work documents	03/31/2016	Done	
	OMH 1 st quarterly fiscal report	Macklin / Bradford	Expense report	01/30/2016	Done	
	OMH 2 nd quarterly fiscal report	Macklin / Bradford	Expense report	04/30/2016	Done	
	Complete OMH Yr 2 continuation	Bradford	Year 2 work plan, evaluation, budget	05/01/2016	Done	
	Submit OMH Yr 2 continuation application	Bradford	OMH submission instructions and form	05/17/2016	Done	
	OMH 3 rd quarterly fiscal report	Macklin / Bradford	Expense report	07/30/2016	Done	
	OMH 4 th quarterly/annual fiscal report	Macklin / Bradford	Progress and expense report	12/29/2016	Done	

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Task 2. Planning	Review grant award and funder requirements	Bradford	OMH notice of award	9/30/2015	Complete	
	Meet with Pennington to discuss REDCap and program evaluation	Bradford	Meeting space, calendar appointment		Complete	
	Meet with IAM Wellness to discuss mental health wellness program planning activities	Bradford	Meeting space, calendar appointment	12/31/2015	Complete	
	NM2C & LDH BMHA meeting schedule	NM2C	Calendars, meeting agenda	01/31/2016	Developed	
	OMH Year 2 Planning	NM2C	Approved work plan	7/31/2016	Complete	
Task 3. Development	Modify LPAHD project work plan	NM2C	Project updates, program partner activities, timeline	Ongoing	In progress	
	OYOH-LA community tracking sheet	Macklin	OYOH-LA challenge options, tracking form	01/31/2016	?	
Task 3. Development	OYOH-LA health and wellness messages	Macklin	Health focus areas, research, communication package	01/31/2016	2016 done	
	LDH BMHA request for applications	Bradford	SPPW RFA and scoring rubric	02/26/2016	Not pursued	
	NM2C grantee workshop agenda and materials	NM2C	Evidence-based public health framework, partner expectations	01/31/2016	Developed	
	Develop REDCap database	Pennington	REDCap software, LPAHD workplan, project measures	03/31/2016	Opted to use CoreHealth	
	IAM Wellness mental health and peer educator curriculum; MOU agreements; referral network	IAM Wellness	Research, best practices, meetings with key stakeholders	04/29/2016	Activity amended	
Task 4. implementation	Convene kick-off reception	Macklin	Meeting space, attendee invitations, caterer, agenda	10/08/2015	Complete	
	Conduct program kick-off webinar	NM2C	Web conference technology	10/2015	Complete	
	Develop LDH press release	Bradford/ NM2C	LDH Communications contact; press release, permanent online presence		Complete	
	Promote OYOH-LA Challenge	Macklin	Promotion and announcement email	01/22/2016	Complete	
	Launch OYOH-LA Challenge	Macklin	Email announcement	01/31/2016	Done	
	Louisiana health disparities profiles	Bradford/ NM2C	Leading health indicator and health focus area data, BRFS program assistance	02/19/2016	Done	

Task	Select community grantees	Macklin / Bradford / NM2C	Grantee applications, reviewer sheet	03/25/2016	Done
Task 5. Evaluation	Subtasks	Lead	Resources Needed	Deadline	Status
	Submit OMH Quarter 1 Progress Report	Bradford	PDS reporting system	12/15/2015	Complete
	Meeting with OMH Evaluation Consultant	Bradford	PDS reporting system	02/11/2016	Done
	Submit OMH Quarter 2 Progress Report	Bradford	PDS reporting system	02/29/2016	Done
	Submit OMH Quarter 3 Progress Report	Bradford	PDS reporting system	05/17/2016	Done
	Submit OMH Quarter 4 Progress/Annual Report	Bradford	PDS reporting system	08/30/2016	Submitted