

CSoC Implementation Workplan
Overall Project Tasks/Dependencies & Risks/Other Issues
July 13, 2012

Overall Tasks and Status			
Task	Status	Comments	
Develop CSoC team capability and capacity	●	State department overviews completed, education on SOC, CFT and Waivers continues	
Support Phase I regions with CSoC implementation	●	Enrollment = 427 as of 7/13/12. Ongoing training and technical assistance underway. Referral/enrollment processes being refined. Regional outreach plans being developed.	
Ensure an adequate service array to meet identified needs	●	Provider network development underway - building out of home placement capacity and providers for 5 specialized services for CSoC enrollees.	
Support the SMO implementation to ensure CSoC needs are identified and addressed	●	Regular meetings occur between State and Magellan CSoC Teams, and between Magellan and the state agencies.	
Conduct training for key audiences in prioritized topic areas	●	Continued training needs are being identified and addressed by both the State and Magellan CSoC Teams.	
Facilitate effective cross-departmental communication and collaboration to ensure successful implementation	●	Weekly meetings between Magellan and each state agency are being held.	
Support the development and infusion of family and youth voice in all aspects of the system of care	●	Hired State Family Lead; convened SCC; work underway with Magellan family and youth leads to support these activities.	
Develop and implement a CSoC communications strategy	●	Templates (PowerPoint, letters, newsletters) and Style Guide developed. Website prototype developed and under review.	
Ensure that a process for monitoring CSoC quality and accountability is established	●	QA Committee meetings held bi-weekly. Membership identified for IMT.	
Dependencies & Risks			
Risk and description	Risk Chance	Risk Impact	Status update
Provider pool for PRTF, TGH and NMGH may not be sufficient	High	High	Continued work underway to develop provider network.
FSO fiscal model: challenges ensuring adequate revenue to cover operating expense.	High	High	Review with OBH Fiscal and Mercer underway.
Issues			
Issue and description	Project Impact	Status	
Ability to bill for specific services when youth are in out-of-home placements.	Medium	Working with Medicaid to clarify the specifics on billing for services in various locations.	

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
1	Team Education/Capacity Building/Capability					
1.1	Provide foundational information/education on systems of care to all CSOC team members	Jody Levison-Johnson	6/6/2011	8/31/2011	8/31/2011	
1.2	Work with individual team members to enhance their understanding of their and their department's role in the CSOC	Jody Levison-Johnson	6/6/2011	8/31/2011	8/31/2011	
1.3	Review CSOC organizational structure and ensure adequate staffing to meet needs	Jody Levison-Johnson	7/1/2011	7/31/2011	7/31/2011	
1.4	Develop Family Lead role/responsibilities for CSOC Team	Jody Levison-Johnson	7/15/2011	7/31/2011	7/31/2011	
1.5	Work with OBH Human Resources to develop Family Lead job description	Jody Levison-Johnson	8/8/2011	8/15/2011	8/15/2011	
1.6	Recruit and Hire CSOC Family Lead	Jody Levison-Johnson	8/15/2011	9/30/2011 11/30/11	5/7/2012	New Family Lead Sheila Griffin began 5/7/12.
1.7	Provide foundational information to CSOC team members on the Department of Children & Family Services	Yvonne Diaz Domingue/Gwen Jackson	8/1/2011	10/31/2011	10/31/2011	Scheduled for 10/31/11 team meeting
1.8	Provide foundational information to CSOC team members on the Department of Education	Janice Zube	8/1/2011	10/31/2011	10/31/2011	Scheduled for 10/31/11 team meeting
1.9	Provide foundational information to CSOC team members on the Office of Behavioral Health	Traci Perry	8/1/2011	10/31/2011	10/17/2011	
1.10	Provide foundational information to CSOC team members on the Office of Juvenile Justice	Jacqueline Page	8/1/2011	10/31/2011	10/31/2011	Scheduled for 10/31/11 team meeting
1.11	Provide foundational information to CSOC team members on Medicaid (SPAs, Waivers)	Keith Durham	8/1/2011	10/31/2011 12/31/2011	1/27/2012	Medicaid has started a series of trainings on authorities and services manual conducted via conference call live meetings every two weeks. Meetings will not be resumed.

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
1	Team Education/Capacity Building/Capability					
1.12	Develop CSoc team's full understanding of the service array available under CSoc	Keith Durham	8/1/2011	10/31/2011 12/31/2011	1/27/2012	Medicaid has started a series of trainings on authorities and services manual conducted via conference call live meetings every two weeks. Meetings will not be resumed.
1.13	Update Team of DCFS protocols and procedures related to CSoc Implementaion	Yvonne Diaz Domingue/Gwen Jackson	3/1/2012	4/1/2012	5/31/2012	
	END OF PROJECT					

CSoC Implementation Workplan

Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
2	Phase I WAA & FSO implementation					
2.1	Assign CSoC Team Liaisons to the five implementing regions	Jody Levison-Johnson	7/8/2011	7/8/2011	7/8/2011	Region 2: Lisa Longfellow (OBH) Region 7: Janice Zube (DOE) Region 8: Yvonne Diaz Domingue (DCFS) Region 9: Jacqueline Page (OJJ) Jefferson Parish: Gwen Jackson (DCFS)
2.2	Conduct initial outreach via email/telephone with implementing regions	CSoC Liaisons	7/11/2011	Weeks of 7/11 and 7/18/11	7/25/2011	
2.3	Hold initial face-to-face meetings with representatives from the region, WAA and FSO	CSoC Liaisons & CSoC Director	8/1/2011	Weeks of 8/1, 8/8 & 8/15/11	8/16/2011	Region 2: 8/10/11; 1/25/12 FSO and new WAA staff with Lisa Region 7: 8/1/11 Region 8: 8/12/11 Region 9: 8/11/11 (YDD & JLJ) Jefferson Parish: 8/16/11
2.4	Identify initial technical assistance and training needs for each region	CSoC Liaisons & CSoC Director	8/1/2011	3/1/2012	3/1/2012	Initial needs identified and addressed; ongoing TA needs identified via routine calls
2.5	Develop initial individualized training and technical assistance plans for each region	CSoC Liaisons	8/16/2011	10/31/2011 12/01/11	12/1/2011	Approach continues to evolve as needs are identified.
2.6	Create templates to support implementation across region (job descriptions, policies/practices, community team development)	CSoC Liaisons & CSoC Director	8/8/2011	9/30/2011	10/3/2011	
2.7	Plan Implementation Institute (logistics, agenda, speakers, handouts, etc.)	CSoC Liaisons & CSoC Director	6/15/2011	10/4/2011	10/3/2011	

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
2	Phase I WAA & FSO implementation					
2.8	Hold Implementation Institute to provide consistent foundational information, ensure community planning time and begin learning community structure	CSoC Liaisons & CSoC Director	10/5/2011	10/7/2011	10/7/2011	
2.9	Provide initial support/facilitation (as needed) to regional Community Teams	CSoC Liaisons	8/22/2011	10/31/2011	2/29/2012	Continue to attend/support CT meetings regularly
2.10	Convene learning community calls/webinars across regions	CSoC Liaisons & CSoC Director	10/17/2011	10/31/2011 12/31/11	Ongoing	Initiated "All Calls" which include all WAA, FSO, State and Magellan staff
2.11	Convene affinity group calls/webinars across regions	CSoC Liaisons & CSoC Director	10/17/2011	10/31/2011	Ongoing	Monthly calls being held
2.12	Identify minimum data set that includes key outcomes and indicators for WAAs and FSOs	CSoC Liaisons & CSoC Director	7/1/2011	10/31/2011 12/31/11	3/1/2012	Work continues; Magellan contracts contain required reporting; QAC continues to discuss needs
2.13	Establish referral process for Independent Evaluations, WAAs and FSOs	Jody Levison-Johnson/Donna Herren (Magellan)	9/30/2011	12/31/2011	1/15/2012	OBH contracted with PRAED Foundation to conduct assessments during February and provided referrals upon receipt of results. The referral process was handed off to Magellan on 3/15/2012.
2.14	Create process for identifying potential CSoC enrollees and determining eligibility for CSoC	Jody Levison-Johnson	9/30/2011	12/31/2011	1/15/2012	State agencies identified priority populations; out of home placement assessment conducted
2.15	Establish communication protocols for WAA, FSO and Independent Evaluators	CSoC Liaisons	10/30/2011	12/31/2011	3/15/2012	Magellan currently mapping flow

CSoC Implementation Workplan

Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
2	Phase I WAA & FSO implementation					
2.16	Establish Barriers process	Jody Levison-Johnson	10/30/2011	12/31/2011	1/1/2012	Barriers currently addressed on regional/affinity calls; more formal process to be initiated if necessary
2.17	Assign any identified issues to proper group or person	CSoC Liaisons & CSoc Director	11/1/2011	1/15/2012	Ongoing	Issues being referred to Magellan, or other people/agencies as needed
2.18	Report identified issues needing policy level intervention to the Governance Board	Jody Levison-Johnson	1/15/2012	1/31/2012	Ongoing	No policy level issues yet identified
2.19	Resolve policy level issues	State Governance Board	11/1/2011	1/31/2012	Ongoing	
2.20	Develop and finalize WAA enrollment procedures	Jody Levison-Johnson / Donna Herren	9/30/2011	12/31/2011 1/31/12	3/1/2012	Established procedures; Magellan has assumed responsibility for enrollment
2.21	Develop and finalize service referral policies and procedures	Jody Levison-Johnson / Donna Herren	9/30/2011	12/31/2011 1/31/12	3/1/2012	Magellan has established procedures.
2.22	Begin Waiver eligibility determinations	Lisa Longfellow/keith Durham/Diane Batts	12/1/2011	1/1/2012 3/1/2012	Ongoing	
2.23	Offer Wraparound Orientation sessions for all regions	Kim Estep (Innovations Institute)	1/1/2012	1/31/2012 3/1/2012	3/1/2012	Orientation offered at Implementation Institute and then integrated into initial Wraparound Training in February 2012

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
2	Phase I WAA & FSO implementation					
2.24	Offer Wraparound Facilitation, Family Support Organization and Community Fundamentals training for all regions	Lisa Damrow	2/1/2012	2/29/2012	2/22-2/24/2012 & 2/27-2/29/2012	
2.25	Offer Cultural and Linguistic Competence training for CSoc Liaisons, Governance Board and all regions	Vivian Jackson (Georgetown)	2/1/2012	2/28/2012 4/30/12	N/A	Decision to pursue CLC supports through other sources
2.26	Offer CANS training for WAAs, FSOs and Agency/Community partners	John Lyons	2/1/2012	2/28/2012	2/1/2012	Training now available online
2.27	Support staffing and implementation issues within the Wraparound agencies	CSoc Liaisons & CSoc Director	8/1/2011	1/1/2012	Ongoing	
2.28	Support staffing and implementation needs within the Family Support organizations	CSoc Liaisons & CSoc Director	8/1/2011	1/1/2012	Ongoing	
2.29	Participate in the preliminary Needs Assessment/Gaps Analysis process to identify EBPs for implementation	CSoc Team & Regions /Rusty Miller	9/1/2011	1/1/2012 9/1/2012		CSoc Director serves on Magellan Strategy Committee
2.30	Review results from preliminary Needs Assessment/Gaps Analysis and formulate recommendations regarding priority EBPs for implementation	Tony Speier/ Russell Semon /Jody Levison-Johnson	1/1/2012	2/1/2012 12/1/2012		Use State Team and Magellan committee's as well as CSoc All Call for input
2.31	Begin Wraparound and Family support service delivery	WAA/FSO providers	3/1/2012	3/1/2012	3/1/2012	
	END OF PROJECT					

CSoC Implementation Workplan

Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
3	Service array					
3.1	Finalize Service Definitions for CSOC	Keith Durham	6/1/2011	9/1/2011 10/31/11 11/30/2011 12/15/2011 12/31/11	1/27/2012	Manual available on OBH website in SMO Procurement Library
3.2	Finalize rates for all services	Keith Durham / Mary Norris	7/1/2011	9/1/2011	8/31/2011	3/1/12: TFC and NMGH rates finalized
3.3	Finalize and receive approval of Authorities documents	Keith Durham / Dee York	6/1/2011	10/15/2011 11/1/2011 11/30/2011 12/15/2011	1/27/2012	
3.4	Finalize provider certification process	Rusty Semon	7/1/2011	10/31/2011 1/15/2012	2/15/2012	
3.5	Finalize provider credentialing process	Rusty Miller	7/1/2011	10/31/2011 11/30/11 12/31/11	2/15/2012	
3.6	Finalize licensing standards	Erin Rabalais	7/1/2011	11/30/2011 12/31/11	3/1/2012	
3.7	Establish eligibility processes for CSOC that ensure appropriate financing/billing for all enrollees	Randy Lemoine/department reps	10/1/2011	11/30/2011 1/31/12	1/30/2012	GPDs finalized
3.8	Ensure state departments' priority needs for service development are addressed	CSoC Liaisons & CSOC Director	7/1/2011	1/31/2012	3/1/2012	
3.9	Assess current capacity and need for out of home placement options	Jody Levison-Johnson	10/1/2011	12/31/2011 1/15/12 3/31/2012	5/1/2012	Approximately 800 assessments have been completed. Work underway to secure aggregated report to support network analysis work.

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
3	Service array					
3.10	Re-assess rates for HomeBuilders (IHBS)	Yvonne Diaz Domingue	10/1/2011	12/31/2011	12/28/2011	DCFS will continue to coordinate training and begin discussions regarding future with Magellan
3.11	Provide CSoC training to all providers in the network	CSoC Liaisons & CSoC Director / Shawm Thiele / Pat Hunt	10/1/2011	1/31/2012	3/7/2012	CSoC Director has provided 44 training/workshops across the state. Continued training will be offered in partnership with WAAs and FSOs.
3.12	Offer CANS Comprehensive Training to independent assessors in the regions and others	John Lyons	2/1/2012	2/28/2012	3/21/2012	7 OBH staffed trained on Feb 1-3, 200+ staff trained 3/21/12
3.13	Support the provision of training for providers and LEAs to ensure successful transition to Medicaid (billing, documentation, etc.)	Ken Saucier Janice Zube	10/15/2011	1/31/2012	3/1/2012	DOE has conducted weekly webinars and conference calls to support their efforts
3.14	Support the provision of training for providers to ensure certification and credentialing	Rusty Semon	10/15/2011	1/31/2012	3/1/2012	Develop Essential Learning modules, offer in-person sessions, etc.
3.15	Finalize and publish rules for CSoC	Keith Durham / Dee York	7/1/2011	2/20/2012	11/20/2011	All rules posted in the November 20th registry.
3.16	Participate in the Needs Assessment/Gaps Analysis process to identify EBPs for implementation	Jody Levison-Johnson	9/1/2011	1/1/2012 9/1/2012		CSoC Director serves on Magellan Strategy Committee
3.17	Review results from Needs Assessment/Gaps Analysis and formulate recommendations regarding priority EBPs for implementation	Tony Speier/ Russell Semon /Jody Levison-Johnson	1/1/2012	2/1/2012 12/1/2012		Use State Team and Magellan committee's as well as CSoC All Call for input
3.18	Review recommendations for EBPs and offer input	Governance Board	3/1/2012 7/1/2012	3/31/2012 1/1/13		
	END OF PROJECT					

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
4	Statewide Management Organization					
4.1	Issue SMO Request for Proposals	Joe Comaty	4/1/2011	7/8/2011	7/8/2011	
4.2	Vendor questions due to OBH	Joe Comaty	7/8/2011	7/15/2011	7/15/2011	
4.3	Post answers to vendor questions	Joe Comaty	7/15/2011	7/29/2011	7/29/2011	
4.4	Vendor Proposals due	Joe Comaty	8/15/2011	8/15/2011	8/15/2011	
4.5	Convene and facilitate proposal review committee to score responses	Joe Comaty	8/17/2011	8/26/2011	8/25/2011	All departments to provide 3 reps for scoring, CSoC Director to participate
4.6	SMO vendor selected and notified	Joe Comaty	8/26/2011	9/6/2011	9/1/2011	
4.7	Elicit other department input to be used in vendor contract negotiation	Joe Comaty	9/6/2011	9/30/2011	9/26/2011	
4.8	Contract in place with selected vendor	Joe Comaty	9/6/2011	9/30/2011 11/1/11 12/31/11	1/1/2012	Contract signed, awaiting final approval
4.9	Determine department information needs (data capture for key outcomes/indicators and other reporting needs)	Jody Levison-Johnson / Seth Kunen / Randy Lemoine	9/6/2011	11/30/2011 1/30/12	3/30/2012	Work continues in this area
4.10	Finalize assessment processes for CSoC	Jody Levison-Johnson / Shawn Thiele / Pat Hunt / Rick Kamins	9/6/2011	11/30/2011 1/30/12	2/1/2012	Assessments of priority populations identified by OBH, OJJ and DCFS began on 2/1/2012
4.11	Finalize processes for eligibility determinations for CSoC	Jody Levison-Johnson / Lisa Longfellow / Shawn Thiele / Pat Hunt	9/30/2011	12/31/2011	2/1/2012	Use existing Operations Workgroup or associated sub workgroups; build on eligibility roster work completed to date

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
4	Statewide Management Organization					
4.12	Finalize CSoc enrollment process including referral process for Independent Evaluations, WAAs and FSOs	Jody Levison-Johnson / Lisa Longfellow / Shawn Thiele / Pat Hunt	9/30/2011	12/31/2011	2/1/2012	Use existing Operations Workgroup or associated sub workgroups
4.13	Determine process for data exchange (frequency, methods)	Randy Lemoine/SMO	11/30/2011	1/15/2012	3/1/2012	Use existing Operations Workgroup or associated sub workgroups
4.14	Ensure IT infrastructure is in place to meet department mandates/requirements	SMO / Randy Lemoine	1/15/2012	2/28/2012	6/30/2012	
4.15	Finalize invoicing/payment processes for CSoc	David McCants /Departmental Reps / SMO	1/1/2012	1/31/2012	3/23/2012	Finance Committee, Financial Stability Workgroup, Operations Workgroup involvement, build on work done to date
4.16	Determine department reporting needs and finalize process for reporting	Jody Levison-Johnson / Shawn Thiele / Pat Hunt	9/1/2011	1/31/2012	6/30/2012	Included in contracts and collaborative protocols; work is ongoing
4.17	Establish appropriate financial monitoring and controls	Cindy Rives / Tony Speier	11/1/2011	1/31/2012	Ongoing	Finance Committee, Financial Stability Workgroup, Operations Workgroup involvement
4.18	Train SMO staff in CSoc specific topics/information	Jody Levison-Johnson	10/1/2011	12/31/2011 1/31/2012	3/15/2012	Use developed training modules/trainers
4.19	Train SMO staff in CANS screening	John Lyons	2/1/2012	2/28/2012	2/29/2012	Part of Care Manager orientation
	END OF PROJECT					

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
5	Training					
5.1	Identify potential training topics and audiences	Janice Zube	6/15/2011	8/31/2011	8/31/2011	
5.2	Prioritize training topics	Janice Zube	8/31/2011	9/16/2011	9/9/2011	
5.3	Prioritize audiences	Janice Zube	9/16/2011	9/30/2011 10/21/11	3/1/2012	
5.4	Develop specific training plan to address immediate needs (including topics, trainers, audiences, dates)	Janice Zube	10/1/2011	10/31/2011	3/30/2012	
5.5	Develop and deliver CSoc Fundamentals training to state department staff	Janice Zube	10/1/2011	11/30/2011	6/30/2012	
5.6	Develop and deliver CSoc Fundamentals training to provider network	Janice Zube	11/30/2011	1/31/2012	2/29/2012	
5.7	Develop and deliver training on service definitions/authorities for providers	Keith Durham / Ken Saucier Rusty Miller	10/1/2011	1/31/2012	Ongoing	
5.8	Develop and deliver training on referral/authorization processes	Rusty Miller	2/1/2012	2/28/2012	Ongoing	
5.9	Develop and deliver training on billing practices	Mary Heywood	2/1/2012	2/28/2012	Ongoing	
5.10	Offer Wraparound Orientation sessions for all regions	Lisa Damrow	1/1/2012	1/31/2012	2/29/2012	
5.11	Offer Wraparound Facilitation, Family Support Organization and Community Fundamentals training for all regions	Kim Estep (Innovations Institute)	2/1/2012	2/28/2012	2/29/2012	
	Offer 3 day WF Core Training for new WAA and FSO staff	Janice Zube	2/29/2012	6/30/2012	6/30/2012	
5.12	Offer CANS training for WAAs, FSOs and Agency/Community partners	John Lyons	2/1/2012	2/28/2012	3/21/2012	
5.13	Offer Cans Train the Trainer Session with John Lyons	Janice Zube / Barbara Dunn	3/1/2012	4/26/2012	4/26/2012	

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
5	Training					
	Offer introductory Cultural and Linguistic Competence training for all regions	Vivian Jackson (Georgetown University)	2/1/2012	2/28/2012 4/30/12	N/A	Identifying other resources to support this area
5.14	Provide initial training to Local Coordinating Councils and Community Teams	CSoC Liaisons	1/1/2012	3/31/2012	6/30/2012	
5.15	Conduct ongoing needs assessment process to identify ongoing training needs	CSoC Liaisons	3/1/2012	6/30/2012	Ongoing	
5.16	Develop capacity and capability within state to deliver ongoing Wraparound/FSO training and coaching	Janice Zube/Lisa Damrow	1/1/2012	6/30/2012	Ongoing	Maryland contrat complete, beginnning process of identifying local trainers and coaches for development
	END OF PROJECT					

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
6	Cross-Departmental Collaboration					
6.1	Conduct bi-weekly meetings with Executive Team or others as determined by department to assist departments with identification of internal procedures that will be impacted by CSoC	CSoC Liaisons & CSoC Director	7/1/2011	10/31/2011	Ongoing	Director to attend on a monthly basis
6.2	Develop department-specific workplans for CSoC implementation activities	CSoC Liaisons with Department Exec Team & other department staff	9/1/2011	10/31/2011	Ongoing	
6.3	Ensure collaboration and communication across departments to assign any identified issues to proper group or person	CSoC Liaisons & CSoC Director	9/1/2011	11/30/2011	Ongoing	
6.4	Report identified issues needing policy level intervention to the Governance Board	Jody Levison-Johnson	10/31/2011	6/30/2012	Ongoing	
6.5	Resolve policy level issues	State Governance Board	10/31/2011	6/30/2012	Ongoing	
6.6	Conduct monthly meetings with department Executive Teams to ensure effective communication	CSoC Director	7/1/2011	6/30/2012	Ongoing	
6.7	Elicit feedback from State Governance Board members on CSoC Director performance	DHH Deputy Secretary	11/1/2011	12/2/2011 6/2/2012	Ongoing	
	END OF PROJECT					

CSoC Implementation Workplan

Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
7	Family & Youth Voice					
7.1	Develop Family Lead role/responsibilities for CSoC Team	Jody Levison-Johnson	7/1/2011	7/15/2011	7/15/2011	
7.2	Work with OBH Human Resources to develop Family Lead job description	Jody Levison-Johnson	8/1/2011	8/15/2011	8/8/2011	
7.3	Recruit and Hire CSoC Family Lead	Jody Levison-Johnson	8/15/2011	10/15/2011 11/30/11	11/21/2011	Family Lead position accepted 11/21/11. Shawn Herbert begins on 12/12/11. Shawn Herbert resigned 2/17/2012.
7.4	Establish partnership with LA Federation of Families for Children's Mental Health and emerging LA Youth MOVE Chapter	Jody Levison-Johnson	8/29/2011	9/30/2011	8/29/2011	
7.5	Develop SCC Charter that defines purpose, roles and responsibilities	Shawn Herbert Gwen Jackson Sheila Griffin	10/15/2011 12/19/2011	11/30/2011 1/30/12 7/30/2012		Initial SCC meeting held 7/13/12
7.6	Form partnerships with other youth empowerment programs/organizations as means to develop youth voice in the CSoC	Shawn Herbert Gwen Jackson Sheila Griffin/Marvin Alexander	8/1/2011 11/30/2011	11/30/2011 2/28/2012 5/31/2012	6/30/2012	Work with Magellan Youth Director upon arrival in May
7.7	Begin recruitment for Statewide Coordinating Council (SCC)	Shawn Herbert Gwen Jackson Sheila Griffin	11/30/2011 1/1/2012	11/30/2011 2/28/2012 8/31/2012	6/30/2012	Magellan MY LIFE events held in June
7.8	Develop draft SCC charter and bylaws	Shawn Herbert Gwen Jackson Sheila Griffin	11/30/2011	12/31/2011 2/28/2012 8/31/2012		Initial SCC meeting held 7/13/12
7.9	Hold initial SCC meeting	Shawn Herbert Gwen Jackson Sheila Griffin	1/1/2012 2/1/2012	1/31/2012 2/28/2012 6/30/2012	7/13/2012	

CSoc Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
7	Family & Youth Voice					
7.10	Work with FSOs to develop family and peer support services	Sheila Griffin/Mary Ann Donovan Mason	10/15/2011 11/30/11	1/31/2012 4/30/2012	Ongoing	
7.11	Partner with FSOs to develop family & youth leadership training	Sheila Griffin/Mary Ann Donovan Mason/Marvin Alexander	1/1/2012	1/31/2012 4/30/2012 10/31/12		
	END OF PROJECT					

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
8	Communications					
8.1	Identify initial communications priorities	State Governance Board	5/1/2011	7/8/2011	7/8/2011	Also based on work done by Communications Workgroup
8.2	Meet with DHH Bureau of Media & Communications regarding CSOC communication needs	Jody Levison-Johnson	7/26/2011	7/26/2011	7/26/2011	
8.3	Formulate initial recommendations for communication activities	Lisa Faust / Jody Levison-Johnson	7/26/2011	8/4/2011	8/4/2011	
8.4	Present initial communications recommendations to Governance Board for review and approval	Lisa Faust / Jody Levison-Johnson	8/5/2011	8/5/2011	8/5/2011	
8.5	Develop next steps based on input and decisions from Governance Board	Lisa Faust / Jody Levison-Johnson	8/8/2011	8/15/2011	8/31/2011	Ensure adequate attention to outreach to Legislators
8.6	Develop and execute contract for Communications contractor	Lisa Faust / Jody Levison-Johnson	8/15/2011	9/15/2011	9/30/2011	Initial meeting with contractor held 9/8/11, contract approved by DOA 12/22/2011
8.7	Hold session with Governance Board members and Communications contractor to gain input into approach	Lisa Faust / Jody Levison-Johnson	9/16/2011	10/15/2011	9/30/2011	
8.8	Work with Communications contractor to develop communications plan	Lisa Faust / Jody Levison-Johnson / Yvonne Diaz Domingue	10/15/2011	10/31/2011 ongoing	12/11/2011	Draft presented to Governance Board, revisions ongoing
8.9	Develop more specific workplan based on approved Communications Plan	Yvonne Diaz Domingue	1/1/2012	1/30/2012	3/23/2012	
	Develop CSOC logo	Yvonne Diaz Domingue	2/7/2012	2/21/2012	2/24/2012	

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
8	Communications					
	Develop Templates for webpage, fact sheets	Yvonne Diaz Domingue	2/7/2012	4/15/2012	4/30/2012	
	Launch Webpage	Yvonne Diaz Domingue	3/19/2012	5/1/2012 8/1/2012		
	Collect, archive & distribute best practice protocols from regional WAAs/FSOs	Yvonne Diaz Domingue	3/19/2012	5/1/2012	Ongoing	
	Archive CSOC success stories from the field	Yvonne Diaz Domingue	3/19/2012	Ongoing	Ongoing	
	END OF PROJECT					

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
9	Quality & Accountability					
9.1	Identify each department's outcomes and indicators of importance	Jody Levison-Johnson	8/1/2011	8/31/2011 11/30/11	11/10/2011	
9.2	Form CSoC Quality Assurance Committee	State Governance Board	6/24/2011	9/30/2011	9/14/2011	Chair identified, membership to be determined, first meeting scheduled for 9/14/11
9.3	Create mutually defined goals and outcomes for the CSoC initiative that incorporates key areas of importance from all departments and the QMS	Karen Stubbs	9/1/2011	10/31/2011 11/30/11	12/6/2011	
9.4	Work with SMO to ensure data capture is in place for key outcomes/indicators	Jody Levison-Johnson / Joe Comaty	11/1/2011	12/31/2011 3/31/2012	7/10/2012	
9.5	Form Interdepartmental Monitoring Team (IMT)	Seth Kunen Joe Comaty	10/1/2011	10/31/2011 11/30/11 4/30/12	4/5/2012	
9.6	Provide introductory training to IMT	Seth Kunen Joe Comaty	11/1/2011	11/30/11 4/30/12	4/5/2012	
9.7	Work to develop effective interface between IMT and QAC	Seth Kunen Joe Comaty / Jody Levison-Johnson	10/1/2011	11/30/2011 1/15/12 4/30/2012	Ongoing	
9.8	Develop draft reporting format that allows QAC and State Governance Board to monitor key areas	Karen Stubbs	12/1/2011	12/31/2011	11/9/2011	Priority issues document developed
9.9	Present draft reporting format to QAC and SGB for input and approval	Karen Stubbs	1/1/2012	1/31/2012	3/23/2012	Completed for SR 119; additional work continues
9.10	Develop process to monitor fidelity to CSoC values/practice in implementing regions	Marlene Matarese / Jody Levison-Johnson	1/1/2012	3/1/2012 5/31/2012	7/10/2012	Work with National Wraparound Evaluation Team at University of Washington
9.11	Develop draft report for SR 119 for review/approval by State Governance Board	Brandy Hamilton / Jody Levison-Johnson	3/1/2012	3/31/2012	3/23/2012	First report submitted 4/30/12; draft report developed for 7/30/12

CSoC Implementation Workplan						
Task #	Task	Person Responsible	Start Date	Due Date	Completion Date	Notes/Comments
9	Quality & Accountability					
	END OF PROJECT					