

# P&Os Development

## Timeline

*Please note that this timeline does not currently include any “Town Hall” opportunities. If those are feasible during this round of P&Os development, they can be scheduled in addition to the activities outlined herein.*

### February or March

- Contact Project Sponsor to determine if agency would like to hire a Governor’s Summer Intern or Intern through Knowledge Services to assist with P&Os development. Would be ideal for a summer internship (project planning) and/or fall semester internship (support materials review, scheduling meetings/trainings, etc.)

### June

- Initial meeting with Project Sponsor; discuss project plan, scope, stakeholders, roles/responsibilities, data to review; set TMO goals
- Edit project plan, update role/responsibilities, etc.
- Plan for uniform data collection

### July

- Present final project plan, scope, etc. to Project Sponsor
- Finalize data collection mechanism
- Prepare materials for August MHAC/Commission Meetings and submit to Project Sponsor for approval

### August

- MHAC/Commission Meeting – present/confirm project outline
- Finalize ideal staff person for each role-responsibility with approval from Project Sponsor
- Monthly Status Meeting with Project Sponsor; checkpoint evaluation

### September

- Hold 1:1 conversations – for feedback on plan, request to serve in a role, etc.
  - Roles
    - Data Analyst
    - Discussion Leader Coordinator
    - Materials Coordinator
    - Monitors, Investigators, & Reviewers Coordinator
    - Targeted Minority Outreach (TMO) Coordinator

- Influencers (*note that some of these may already meet with to ask to serve in a Role*)
  - Executive Director (if not Project Sponsor)
  - Legal Director
  - Operations Director
  - Advocate Supervisor,
  - Investigations Coordinator,
  - Rep Payee Supervisor,
  - PSP Team Lead
- Schedule IDR staff discussions (for October); plan for those sessions; review and update materials for IDR staff discussions
- Review list of past TMO partners
- Review Staff Cultural Connection Survey; share with DCC Workgroup for feedback; edit as needed
- Monthly Status Meeting with Project Sponsor

### **October**

- Conduct IDR staff discussions; input data into collection mechanism
- Schedule Monitors & Investigators Training (for November); plan for those trainings; review and update materials for trainings
- Schedule Rep Payee Reviewers Training (for November); plan for that training; review and update materials for training
- Prepare materials for November MHAC/Commission Meetings and submit to Project Sponsor for approval
- Send Staff Cultural Connection Survey
- Monthly Status Meeting with Project Sponsor; checkpoint evaluation

### **November**

- Conduct Monitors & Investigators Training; begin collecting P&Os feedback
- Conduct Rep Payee Reviewer Training; begin collecting P&Os feedback
- Analyze Staff Cultural Connection Survey responses and list of past TMO partners with the DCC Workgroup; work with DCC to set priorities for different types of outreach:
  - Partner for focus group
  - Partner for sharing survey
  - Partner to learn more about the organization
  - Partner at another time
  - *Note that past and/or potential partners may fall into more than one category*
- Finalize list of desired TMO outreach connections
- Schedule Discussion Leaders Training (for January); plan for that training; review and update materials for training

- Schedule MHAC/Commission Discussion Sessions (for January); most likely use same materials from IDR staff sessions
- MHAC/Commission Meeting – provide status update; recruit Discussion Leaders; announce dates of MHAC/Commission January Discussion Sessions
- Begin Discussion Leaders recruitment
- Monthly Status Meeting with Project Sponsor; quarterly evaluation

## **December**

- Ask individual staff to reach out to selected TMO connections (ideally in 1:1 or 1:2 meetings to explain the process, share materials, and empower the staff persons)
- Determine data sources to review for internal, state, and national analysis
- Begin internal, state, and national data analysis
- Complete Discussion Leaders recruitment
- Plan for Public Input Survey; review and update survey materials
- Monthly Status Meeting with Project Sponsor

## **January**

- Staff begin outreach to TMO connections; schedule focus group, share survey, etc. depending on intended outreach; begin collecting TMO P&Os feedback
- Conduct Discussion Leaders Training; begin collecting P&Os feedback
- Conduct MHAC and Commission Discussion sessions; input data into collection mechanism
- Launch Public Input Survey
- Prepare materials for February MHAC/Commission Meetings and submit to Project Sponsor for approval
- Monthly Status Meeting with Project Sponsor; checkpoint evaluation

## **February**

- MHAC/Commission Meetings – project status update
- Complete internal, state, and national data analysis
- Monthly Status Meeting with Project Sponsor

## **March**

- Schedule Public Comments dates (for June); plan content/outreach; review and update materials (be sure to include an anonymous way to comment)
- Mid-March – close all feedback layers, including
  - Monitors
  - Investigators
  - Rep Payee Reviewers
  - Discussion Leaders
  - TMO

- Finalize feedback report (should be working on this all along); meet with Project Sponsor and share feedback report; edit as needed
- Last week of March – Internal Feasibility Meeting
- Monthly Status Meeting with Project Sponsor

#### **April**

- Early-April – Partners Feasibility Meeting
  - *Please note this is a new addition; list of partners and agenda can be determined in collaboration with the Project Sponsor*
- Prepare draft P&Os
- Prepare materials for May MHAC/Commission Meetings and submit to Project Sponsor for approval
- Monthly Status Meeting with Project Sponsor; checkpoint evaluation

#### **May**

- MHAC/Commission meetings – approve draft P&Os for Public Comment posting
- Post all Public Comments materials after MHAC/Commission approval
- Schedule Internal Feasibility Meeting (for July)
- Schedule Partners Feasibility Meeting (for July)
- Monthly Status Meeting with Project Sponsor

#### **June**

- First week – open Public Comments; disseminate Public Comments information
- Monthly Status Meeting with Project Sponsor

#### **July**

- Close public comments after five weeks
- Finalize materials for Internal and Partners Feasibility Meetings
- Conduct Internal Feasibility Meeting
- Conduct Partners Feasibility Meeting
  - *Please note this is a new addition; list of partners and agenda can be determined in collaboration with the Project Sponsor*
- Prepare materials for August MHAC/Commission Meetings and submit to Project Sponsor for approval
- Monthly Status Meeting with Project Sponsor; checkpoint evaluation

#### **August**

- MHAC/Commission meetings – accept public comments; approve final P&Os
- Monthly Status Meeting with Project Sponsor

#### **September**

- Final checkpoint evaluation
- Project closure activities (update timeline, materials, etc.)