

## **Appendix A**

### **Hepatitis Planning Team Work Plan**

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<b>Activity</b>	<b>When</b>
<ol style="list-style-type: none"> <li>1. Develop job description and interview questions for student worker</li> <li>2. Identify and hire student worker</li> </ol>	March 2002
Collate existing needs assessment findings <ol style="list-style-type: none"> <li>1. Identify DOC, MCDFL, DHS participants, and schedule key informant meetings.</li> <li>2. Schedule meetings with key MDH informants</li> <li>3. Design needs assessment report</li> <li>4. Prepare draft needs assessment plan</li> </ol>	April 2002
Expanded Division Team Meeting <ol style="list-style-type: none"> <li>1. Review needs assessment data</li> <li>2. Approve needs assessment plan</li> </ol>	April 30, 2002
Implement needs assessment activities <ol style="list-style-type: none"> <li>1. Design survey tools</li> <li>2. Implement surveys</li> <li>3. Collate data</li> <li>4. Draw conclusions</li> <li>5. Develop report and planning recommendations</li> </ol>	May – Sept, 2002
Division Team Meeting	Aug 13, 2002
Prepare retreat activities Begin planning stakeholder feedback activities	September 2002
Expanded Division Team Meeting (Retreat) <ol style="list-style-type: none"> <li>1. Review report and recommendations</li> <li>2. Identify priorities</li> <li>3. Develop statewide goals, objectives, activities</li> <li>4. Evaluate planning retreat</li> </ol>	Oct 8, 2002
Implement stakeholder meetings <ol style="list-style-type: none"> <li>1. MDH</li> <li>2. DP&amp;C leadership team</li> <li>3. Other state agencies</li> <li>4. Hep C coalition</li> <li>5. Community advisory group</li> <li>6. STD ad hoc committee</li> <li>7. Youth Council</li> </ol> Evaluate meetings	Oct 8 – Dec 30, 2002
Incorporate stakeholder feedback into draft plan	Dec 30- Jan 10, 2003
Expanded Division Team Meeting <ol style="list-style-type: none"> <li>1. Review and refine draft plan</li> <li>2. Evaluate quality of plan</li> </ol>	January 14, 2003
Finalize plan and meet with Division Leadership to discuss implementation, priorities and responsibilities	Feb 15, 2003
Develop evaluation report and submit plan to CSTE	Feb 28, 2003
CSTE Viral Hepatitis Steering Committee Meeting	April 2003
CSTE Annual Meeting	June 2003