New ISP Training Project Plan and Timeline

10-18-2013

Month	Milestone	Tasks	Responsible Party
July	First Workgroup Meeting	Organize and facilitate first meeting	Marion Olivier
August	Regroup ISP Process to review to determine if modifications are warranted	Set Meeting Date: August 8th 1:00 to 4:00 Submit final product to Larry, Sara, Robert, Darlene, Tonji, Annie, Eddie for review and approval	Marion Olivier
	Pilot process development and approval process	Develop process Obtain approval	Marion Olivier & Michelle Mike Link & Darlene
September	Begin to develop training curriculum	Set meeting dates and develop curriculum	Sub-committee Training Workgroup
October	Review progress on training curriculum	Week of October 28, 2013-November 1, 2013: Conference call with sub-committee leads to identify status of their course description content, any concerns and needs.	Linda Bodo, Michelle Schwartz, Elizabeth Pell, Tonji Joiner, Eddie Towson
	Develop a testing protocol and procedure	Marion will contact Larry to discuss a process	Larry Polnicky & Marion Olivier
	Identification of all providers by region	Division will provide a master list of providers by region for OLOD	Tonji Joiner & Eddie Towson
	Development of the electronic ISP	Electronic ISP will be developed and ready for testing.	Larry Polnicky
November	Development of the electronic ISP	Electronic ISP will be developed and ready for testing.	Larry Polnicky
	Identify the Subject Matter Experts (SME)	Meet with Division staff to identify SME for each Region. Identify the SME for SC agencies.	Marion Olivier
	Secure training locations and logistics	OLOD will obtain and confirm all training locations within	Rose Wilcox

		each region. 5- (2 to 3 day) trainings in each region. OLOD will utilize the Divisions master list of providers to obtain adequate space for required attendees. Dates for training to begin after February 15, 2014	
	Final review of the training curriculum. Preparation for pilot the training. November 25	November 25, 2013 1:00 – 3:00: Webinar and conference call ISP work group Sub Committee comes back together and brings all outline components together into one document.	Linda Bodo, Michelle Schwartz, Elizabeth Pell, Tonji Joiner, Eddie Towson
December	Continued testing of electronic ISP	Volunteers will test the site trying to break it. They will use the protocols and procedures developed.	Georgia Options, Cross Plains, Creative, Columbus, Georgia Support Services, RHA, 1 Regional I&E Manager, 1 PLA Supervisor, 1 State SC, 1 Regional OA
	Train testers on the electronic ISP and begin testing the site November 21	December 9, 2013 from 10:00 to 1:00: Webinar to review the electronic ISP and protocols for testing in preparation for testing	Georgia Options, Cross Plains, Creative, Columbus, Georgia Support Services, RHA, Ron Singleton, Annie Webb, Sara Case, Eddie Towson, Robert Bell, Tonji Joiner, Rose Wilcox, Delmarva, 1 Regional I&E Manager, 1 PLA Supervisor, 1 State SC, 1 Regional OA
	Final review of DRAFT training curriculum December 16	December 16, 2013 1:00-3:00 webinar and conference call: Sub Committee comes back together to finalize any additional changes or recommendations.	Linda Bodo, Michelle Schwartz, Elizabeth Pell, Tonji Joiner, Eddie Towson
	Collect the materials for the training packets December 30	December 30, 2013: All presentation materials assembled and ready for	Linda Bodo, Michelle Schwartz, Elizabeth Pell, Tonji Joiner, Eddie Towson

		review by larger ISP workgroup. This will include the master curricula, power point (as necessary), and any additional handouts, exercises or case examples.	
January	Notification to providers for upcoming training & expectations	Send out notification regarding the required training and provider requirement to send 2 master trainers.	Eddie Towson approval of announcement
	Announcement	OLOD will submit registration announcement information to the following websites for participants to begin registration process.	Rose Wilcox
	Present the pilot and testing results. Review the final DRAFT of the training curriculum. January 9, 1:00 – 5:00	Present final training curriculum and materials to the whole ISP workgroup. Review the changes to the electronic ISP and ISP process based upon feedback.	ISP Training Workgroup
	Train Regional Subject Matter Experts January 14-16, 8:00 to 5:00 each day	Train Division and Regional Subject Matter Experts (SME) Master Trainers (identified by the Division) Potential need of 12, two from each region. (6 regions x 2 SME =12) These trainers will support training within their region during the 5 regional training sessions. Regional Staff will include Regional Intake & Evaluation Manager and Planning List Administrator Supervisor. Other SME Master Trainers include: Delmarva's Regional Managers, Division staff, OLOD staff, Provider Performance Staff. Feedback on the training will occur	Linda Bodo, Marion Olivier, Elizabeth Pell, Michelle Schwartz, Larry Polnicky

		daily.	
	Final version of curriculum presented to Division for approval. January 20	January 20, 2013 Submit the final training curriculum to Division for review and approval.	Linda Bodo & Marion Olivier
February	Materials printing February 1	Training materials, etc. will be sent to OLOD for printing and collation of participants' packets.	Rose Wilcox
	Conduct Training Starting February 15	Rollout the training for providers.	SME trainers & Delmarva staff
March	Training	Rollout the training for providers.	SME trainers & Delmarva staff
April	Training Ends April 15	Rollout the training for providers.	SME trainers & Delmarva staff
May	Provider internal training of staff	Providers will train their own staff on the new ISP process and electronic ISP.	Providers
June	Provider internal training of staff	Providers will train their own staff on the new ISP process and electronic ISP.	Providers
July 1, 2014	Rollout of new ISP	Begin implementation of the new process.	All Stakeholders