New ISP Training Project Plan and Timeline

10-18-2013

04/21/14 NOTE: Implementation of and training on the new ISP has been postponed until further notice.

Month	Milestone	Tasks
July	First Workgroup Meeting	Organize and facilitate first meeting
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
	Pilot process development and approval process	Develop process Obtain approval
September	Begin to develop training curriculum	Set meeting dates and develop curriculum
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.
	Develop a testing protocol and procedure	Marion will contact Larry to discuss a process
	Identification of all providers by region	Division will provide a master list of providers by region for OLOD
	Development of the electronic ISP	Electronic ISP will be developed and ready for testing.
November	Development of the electronic ISP	Electronic ISP will be developed and ready for testing.
	Identify the Subject Matter Experts (SME)	Meet with Division staff to identify SME for each Region. Identify the SME for SC agencies.
	Secure training locations and	OLOD will obtain and confirm

	logistics	all training locations within 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.
December	Continued testing of electronic ISP	Volunteers will test the site trying to break it. They will use the protocols and procedures developed.
	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
	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.
	Collect the materials for the training packets December 30	December 30, 2013: All presentation materials assembled and ready for 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 &	Send out notification regarding the required

	expectations	training and provider requirement to send 2 master trainers.
	Announcement	OLOD will submit registration announcement information to the following websites for participants to begin registration process.
	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.
	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 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.
February	Materials printing February 1	Training materials, etc. will be sent to OLOD for

		printing and collation of participants' packets.
	Conduct Training Starting February 15	Rollout the training for providers.
March	Training	Rollout the training for providers.
April	Training Ends April 15	Rollout the training for providers.
May	Provider internal training of staff	Providers will train their own staff on the new ISP process and electronic ISP.
June	Provider internal training of staff	Providers will train their own staff on the new ISP process and electronic ISP.
July 1, 2014	Rollout of new ISP	Begin implementation of the new process.