

**JacksonvilleHATS Coalition
Support & Coordination Action Plan / Progress Report
Updated 05/11/2012**

Action	Responsibility	Deadline	Details - Notes
Coalition Building Objective 1.1, Activity/Action Step 1.1.1, 1.1.2, and 1.1.3			Objective 1.1: Form an ongoing coalition to advocate for an improved system of care
Contact Duval County Med. Society about distributing promotional material	Dr. Wood	06/01/12	
Keep Membership List and Distribution List up to date	Carol	Ongoing	Last updated: 05/02/12 and sent to Janet Hess, 05/23/12
Review membership list and identify key individuals (professionals, patients and families) to include in Distribution List	Audrey and Dr. Wood	05/30/12	
Consult with Dr. Goldhagen concerning which key Pediatricians / Professional would be beneficial to target	Carol	05/30/12	Invite targeted individuals to participate, add to distribution list Top 20 pediatricians to be identified. Add Bernadette Moran and Debbie Johnson who sit on the board of The ARC Jacksonville. 05/22/12 Consulted with Dr. Wood re: coalition member list, he suggested we add someone from PACE
Include additional contact information on the Membership and Distribution List as identified by Audrey and Dr. Wood	Carol	05/30/12	
Coordinate and Evening Coalition Meeting	Carol	Ongoing Meeting 05/30/12	Meeting is scheduled for May 30 th from 6 to 7pm. Check on Video Conferencing – emailed Erica, 05/17/12 Arrange light snack Notice and respond to RSVPs – notice sent, 05/15/12 Sent Meeting Notice 05/23/12 Sent email with updated reports to Audrey and Dr. Wood, 05/25/12 05/25/12 Sent list of RSVP's to Jax HATS for final decision re: meeting
Secure an agenda for 05/30/12 Meeting	Dr. Wood and Audrey	ASAP Target Date 05/23/12	Guest speaker: Janet Hess on GLADD via video conferencing, Dr. Maria Farris from UNC transition program, other local professional Emailed Audrey and Dr. Wood 05/17/12

Send out Monthly Contact with Members and targeted individuals Post on JaxHATS and State HATS sites. Distribute to key pediatric providers.	Carol	30 th of each month	Provide a summary of recent activity in addition to JaxHAT's content
Identify valuable content to be included in Monthly Contact with Members and targeted individuals	Dr. Wood , Audrey, and other JaxHATs Staff	3 rd Friday of each month	Provide Carol with some interesting content that will be valuable to target audience
Forward the Strategic Plan and updated Action Plan (linked to Strategic Plan Objective) to Janet Hess	Carol	05/30/12	Send with cover letter Draft to Audrey and Dr. Wood by 05/24/12
Include mission and/or vision brief on all coalition correspondence.	JaxHATs Staff and Carol	05/25/12	Steps: <ul style="list-style-type: none"> • design brief 05/23/12; Approved 05/24/12 Dr. Wood email • add to all correspondence
School Collaboration Objective 1.2, Activity/Action Step 1.2.2 and 1.2.3			Objective 1.2: Develop materials and a resource directory to identify Health Care Transition services
Schedule a meeting with Drew Andrews with Duval County Schools.	Carol	05/30/12	Goals of Meeting: <ul style="list-style-type: none"> • discuss what the school system needs, • develop an Adobe Connection presentation, • plan for Drew's transition web page (include info about JaxHATS and links for materials, • plan regular contact with the school system, • establish a quarterly conference call with ESE Directors and others to answer questions and problem solve.
Tool Kit Objective 2.1, Activity/Action Step 2.1.1 and 2.1.5			Objective 2.1: Educate providers about preparing patients and their families for health transition.
Develop an outline of tool kit contents to distribute	Carol	06/30/12 or sooner depending on	Reference tool kit site for contents

		tool kit completion	
Present tool kit at coalition meeting	JaxHATS Staff	Next Meeting – TBA	
Develop and implement a plan to provide key pediatrician with binding/and or other material.	JaxHATS Staff and Carol	08/31/12	Preliminary Steps: <ul style="list-style-type: none"> • identify target practices, 5/25 • produce items to be distributed, after tool kit completion • devise a plan of distribution, after tool kit completion • implement distribution plan, 8/31
Other Actions/Support			
Send Janet Hess activity summary, Action Plan Update, Strategic Plan Update	Carol	05/30/12	Steps: <ul style="list-style-type: none"> • Edit Acton Plan, 05/18/12 • Edit Strategic Plan, 05/23/12 • Draft cover letter, 05/23/12 • Get approval for Strategic Plan, action plan, and cover letter. • Submit the above
Review and edit activity summary, action plan, strategic plan, and cover letter for submission to Janet Hess.	Dr. Wood and Audrey	05/28/12	See deadlines above in above action item. Completed 05/28/12