

# Timeline, Deliverables and Responsible Parties

Healthy Start Program		EPIC		NHSA	
Define program expectations	Aug-Sept (complete)			Work with HS Program to define expectations	Aug-Sept (complete)
Approve application	Aug-Sept (complete?)	Review and approve application	Aug-Sept (complete?)	Draft application and process	Aug-Sept (complete?)
Inform POs of expectations regarding identifying mentees and approving mentors  Agree on maximum number of mentor:mentee partnerships	Oct-Nov	Establish contract with NHSA with SOW  Evaluate budget for # mentor:mentee partnerships	Early Oct	Approve contract  Conduct kick-off webinar with grantees to introduce mentoring program  Issue application through EPIC e-News and website	October
Review and approve draft criteria for selection mentors  Review list of potential mentors with POs to confirm eligibility and approve final applicants  Identify Mentees	November	Review draft criteria for selection mentors	November	Applications due to NHSA for mentors  Develop draft criteria for selecting mentors  Screen applications and identify applicants that meet criteria. Forward draft list to HS Program and EPIC	November

Review list of mentors and mentees for approval				Match mentors and mentees and provide list and match criteria to HS Program and EPIC  Issue “contracts” to mentors confirming roles and responsibilities and honorarium, if applicable	December
Monitor program progress	ongoing	Report progress on mentoring program to HS Program in monthly reports	ongoing	Begin mentoring program  Provide monthly reports to EPIC	January 2017
Evaluate program progress	January -June	Monitor implementation	January- June	Provide monthly check in with mentors/mentees	January - June