

CYCLE OF PLANNING ACTIVITIES

Quarter 1: Setting the Stage

September | October | November 2020

Grant Focus

Set up Grant Management account, policies and procedures

Set up Account in Electronic Handbook (EHB)

Resolve grant conditions, as needed

Webinar: Welcome to the Network Planning Program

Oct. 14, 2020 @ 2pm ET

Submit Network Planning Grantee Directory information on or before **Dec. 1, 2020**

Network Development Focus

Celebrate Award

Review and revise Network partners, as needed

Review and revise Memoranda of Understanding (MOU), as needed

Review Q1 Work Plan with Partners and Revise, as needed

Program Focus

Review and revise program goals, as needed

Technical Assistance

Introductory Technical Assistance Call

Technical Assistance Action Plan

Establish Monthly Call Schedule

Tools, Templates & Resources

Planning Grantee Directory Template and Instructions
<https://ruralhealthlink.org/ehe-network-planning-program/>

Yearly Cycle of Planning Activities Overview
<https://ruralhealthlink.org/ehe-network-planning-program/>

Deliverables Schedule
<https://ruralhealthlink.org/ehe-network-planning-program/>

Webinar/Web Blast Schedule
<https://ruralhealthlink.org/ehe-network-planning-program/>

AIDS Education and Training Center Program, National Coordinating Resource Center
<https://aidsetc.org/resources>

CDC Division of HIV/AIDS Prevention
<https://www.cdc.gov/hiv/programresources/capacitybuilding/index.html>

CDC Train
<https://www.train.org/cdctrain/welcome>

CYCLE OF PLANNING ACTIVITIES

Quarter 2: Strengthening Your Organization

December 2020 | January | February 2021

Grant Focus

Complete hiring process for all staff to meet grant requirements, if applicable

Review work plan progress

Submit Network Planning Grantee Directory information by Dec. 1, 2020

Network Development Focus

Develop/review Network vision and mission

Complete Network bylaws, if applicable

Assure functioning Network leadership structure

Determine the desired formality of your network

Begin Sustainable Network Model adaptive practices during Network partnership meetings

Program Focus

Collect and analyze needs assessment data

Explore best/promising practice models for potential programs

Technical Assistance

Monthly Technical Assistance Calls

Web Blast: Understanding Rural Health Networks, December 9th at 3 PM ET

Webinar: Sustainable Network Model: Adaptive Networks, January 12th at 2 PM ET

Peer Call: TOPIC TBD February 9th at 2 PM et

Reverse Site Visit: February 24-25

Tools, Templates & Resources

From Collaborative Partnership to Rural Health Network: A Road Map (available December 9th)
<https://ruralhealthlink.org/ehe-network-planning-program/>

Sustainable Network Model (Available January 12)
<https://ruralhealthlink.org/ehe-network-planning-program/>

External Environmental Scan Template (available January 14th)
<https://ruralhealthlink.org/ehe-network-planning-program/>

Network Organizational Assessment Template (available February 11th)
<https://ruralhealthlink.org/ehe-network-planning-program/>

Reverse Site Visit Agenda and Conference Materials (available February 2021)
<https://ruralhealthlink.org/ehe-network-planning-program/>

Review Q2 Work Plan with Partners and Revise, as needed