



PUERTO RICO WORKPLAN

May 18, 2005

TASK	PERSONS RESPONSIBLE	ON-SITE DAYS AND DATES	OFF-SITE DAYS AND DATES
1. Develop policy re: timeframes for case assignment BY: July 31	Rosa Fuentes, F.P. Specialists, Subst.Care reps	N/A	N/A
2. Develop QA methods to assure policy implementation BY: Dec.	I.T. staff with input by Rosa Fuentes, F.P. Specialists, Subst.Care reps	N/A	N/A
3. Review of all NRCCPS handout materials from May site visit to determine final product BY: June 20	Rosa Fuentes, F.P. Specialists, Subst.Care reps	N/A	N/A
4. Revise, develop materials further for Puerto Rico adaptation BY: June 20	Rosa Fuentes, F.P. Specialists, Subst.Care reps	N/A	N/A
5. Develop timeframes for: revisions based on sup feedback; pilot logistics; feedback and revisions based on feedback BY: June 20	Rosa Fuentes, F.P. Specialists, Subst.Care reps	N/A	N/A
6. Send out revised materials to all sups and assoc directors for feedback. Get feedback within 10 working days	Rosa Fuentes, F.P. Specialists, Subst.Care reps	N/A	N/A
7. Revisions made based on feedback Timeframe for these revisions developed by JUNE 20	Rosa Fuentes, F.P. Specialists, Subst.Care reps	N/A	N/A

8. Pilot use of sup guide for assignment BY: determined earlier (June 20)	Rosa Fuentes, F.P. Specialists, Subst.Care reps and selected sups	N/A	N/A
9. Revisions to guide based on pilot feedback BY: within 1 month of receipt of feedback	Rosa Fuentes, F.P. Specialists, Subst.Care reps	N/A	N/A
10. Phase-in of sup guide implementation BY: to be determined but within PIP timeframe	Rosa Fuentes, F.P. Specialists, Subst.Care reps and others to be determined		
11. Regarding safety model revision: NRCCPS reviews model and instructions for feedback	Terry Roe Lund from NRCCPS	N/A	3 days
12. Decision regarding the need/desire to proceed with TA regarding model revision	Terry Roe Lund from NRCCPS; Rosa Fuentes, feedback from workgroup and Carmen Nazario	N/A	1 day (May 19)
13. Review of model implementation efforts, reason for failure, and strategies for improvement	Terry Roe Lund from NRCCPS; Rosa Fuentes, Carmen Nazario and administrators from Investigation and other programs to be determined by Ms. Nazario	N/A	2 days (June 28 and 29)
14. Next steps to be determined and workplan modified	Terry Roe Lund from NRCCPS; Rosa Fuentes, Carmen Nazario and administrators from Investigation and other programs	N/A	By conclusion of June 29 TA day