TEC-C Implementation Plan

	2016				2017				2018			
Activity	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Deployment Schedule												
Team #1 - First Patient		*April*										
Team #1 - Full Capacity (350)												
Team #2 - First Patient							*July*					
Team #2 - Full Capacity (350)												
Business Structure												
Obtain Budget Approval												
Set up HR Functions												
Set up Accounting & Reporting												
Set up Procurement												
Set up Grant Management												
Build Billing Capacity												
Executive Staff												
Hire Executive Staff												
Engage IS Support												
Deploy Internal Communication Plan												
Clinical Staff												
Hire MD												
Hire NP												
Hire Manager of Ops, Office Staff												
Hire SW												
Train Staff												
Community Partner Engagement												
Deploy Outreach/Education Strategy												
Connect with Service Partners												
Engage partners in weekly team meeting		*ongoing with patient care*						*ongoing with patient care in both teams*				
Operational Guidelines												
Define Patient Intake Process												
Draft Policies and Procedures												
Define Organizational Metrics												
Build Operational Dashboard												
Facilities and Equipment												
Lease Baltimore Office												
Purchase Clinician Hardware												
Purchase Office Equipment												
Medicare Advantage Contracts												
Finalize Letter of Agreement												
Build Reporting for MA Contract												
EMR Transition												
Build New Users												
Finalize Scheduling Workflow												
Build and Test Workflow												