**Community Health Hub Special Projects Template**

**Collaborative Impact Project for Breast Navigation**

**Purpose of Template:** This template is to assist in identifying, planning and monitoring major activities in implementing a collaborative impact project around breast navigation. Use this tool for oversight of the project and to help guide implementation. Entries must be meaningful and concise.

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| Name of HUB: | | | |  | | | | | Date of Submission: | \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ | | Amount of Request: | | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Non-acceptable expenditures would include equipment or meeting logistics (i.e. food/room)* | | |
| **Evidence Based Intervention:** | | | | **Primary EBI**  **Patient Reminders**  **Patient Navigation**  **Clinical Linkages / Healthcare Access** | | **Secondary EBI**  **1:1 Education**  **Reducing Structural Barriers**  **Small Media** | | | **Focus Area:** | | Breast  Cervical  CVD | **Name of Project:** | | Click here to enter text. |
| **Overall Goal of Project:** *(need to include navigating women to screening and follow-up care as appropriate)* | | | |  | | | | | | | | | | |
| **Target Audience of Project:** *(define audience; integrative approach must include priority populations and navigating women to screening and follow-up care as appropriate)* | | | |  | | | | | | | | | | |
| **Narrative Description of Project:  *(Include navigation workflow/pathway to care)*** | | | |  | | | | | | | | | | |
| **Activity #** | **Activity Description** | | | **Expected Outcomes and Due Dates** | | | **Collaboration/ Partnership Opportunities** *(priority populations, providers, etc.)* | | | **Person(s) Responsible** | | **Estimated Budget** | **Data Systems, Information and Resources Identified** *(integrative approaches need to include Med-IT or Encounter Registry data collection systems(s)* | |
| ***EXAMPLE ONLY***  ***1.1*** | | *Offer extended hours one evening a week (Tuesdays 5-8pm) to accommodate patients that need evening/after work hours* | | *10 patients will be able to schedule mammogram each Tuesdays for a total of 40 patients in May 2019*  *Mammography screening rates will increase by \_\_% (baseline \_\_) by July 2019* | | | ***Build Relationship with:*** *-Radiology/Hospital Admin/Directors* ***Promote through:*** *-Local businesses that employ -Media/Marketing department -Local churches/Cultural Center* | | | *Radiology Staff/Hospital Administration/Clinic Directors*  *HUB Staff*  *Marketing Department* | | *$537* | *-Med-It – enter information on clients  -Encounter Registry - If non EWM client, enter information -Message created for flyers bulletins, newsletters, email* | |
| 1.1 |  | | |  | | |  | | |  | |  |  | |
| 2.1 |  | | |  | | |  | | |  | |  |  | |
| 3.1 |  | | |  | | |  | | |  | |  |  | |
| 4.1 |  | | |  | | |  | | |  | |  |  | |
| **EVALUATION Reach & Impact Report: *(due 30 days after completion of project)***  ***The narrative report needs to include:***   * *Number of Nebraskans reached as a result of the project* * *Demographics of population served* * *Collaborative efforts enhanced by the project; how will you retain partners* * *Sustainable activities that are planned to continue as a result of the project* * *Budget Expenditures – sufficient to carry out project/unexpected costs*   ❑Success Story submitted | | | | | | | |  | | | | | | |
| **Date Narrative Submitted:** | | | \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ | | **Narrative Submitted by:** | | |  | | | | | | |

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| **DHHS Approval** | **DHHS Response to Project Worksheet:** | | | | |
| **Worksheet Approved:** ❑**Yes** ❑**No** | | **Reason:** | | |
| **DHHS Signature:** | | | | **Date of Signature:** \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ |
|  | | | | |
| **DHHS Response to Evaluation Reach & Impact Report:** | | | | |
| **Submitted on Time:** ❑**Yes** ❑**No** | **Report Approved:** ❑**Yes** ❑**No** | | **Reason:** | |
| **DHHS Signature:** | | | | **Date of Signature:** \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ |

**Checklist for Reimbursement:** *Version: 1/2020*

❑ Complete and Submit Collaborative Impact Project for Breast Navigation Template

❑ Workflow/Patient Pathway Received

❑ DHHS Approval of Collaborative Impact Project for Breast Navigation Template

❑ Evaluation Reach & Impact Narrative Report (due 30 days after completion of the project)

❑ Submit copies of products created and/or used

❑ Invoice