

Veterans Bridge Home
SSG Fox SPGP 90 Day Implementation Timeline

Tasks	90 Day Timeline (Weeks)													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Program Implementation Management														
Finalize detailed 90 day implementation workplan														
Define/Implement Project Tracking and Issues Management processes														
Conduct Program Requirements Workshops														
90 Day Ramp Up Tracking and Issues Management														
30 Day Checkpoint					★									
60 Day Checkpoint									★					
90 Day Checkpoint													★	
Program Go Live														
Staffing														
Confirm staff plan and staffing sources														
Finalize job descriptions for new roles														
Map existing staff to new roles														
Recruit Training Coordinator (1)														
Recruit Intake Coordinators (2)														
Recruit Complex Care Navigators (2)														
Recruit Community Engagement Specialists (2)														
Recruit Measurement/Evaluation Specialist (0.5)														
Recruit Grant Manager (0.5)														
Onboard new staff														
Technology/Infrastructure (new staff)														
Confirm technology/infrastructure requirements for new staff														
Determine work location and required infrastructure set-up														
Obtain additional workspace (if needed)														
Order equipment														
Configure equipment														
Set up system access (email, Office, teams, UNITE US, etc)														
Client Support Processes														
Identify new processes														
Community Engagement														
Intake														
Care Coordination														
Complex Care														
Centerstone handoff process/data collection														
VBH staff processes														
Partners														
Define requirements for new processes														
Community Engagement														
Intake														
Care Coordination														
Complex Care														
Partners														
Develop new procedures														

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Community Engagement														
Intake														
Care Coordination														
Complex Care														
Partners														
Community Outreach Plan														
Define community outreach goals & barriers														
Identify community outreach strategies														
Rural														
Urban														
Develop Key Messaging														
Rural														
Urban														
Determine outreach partnerships														
Triad														
Charlotte Metro														
Complete Community Outreach Plan														

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	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Greenspace Implementation														
Define monitoring/data collection system requirements														
Data collection														
Dashboards														
Reporting														
Purchase Greenspace														
Implement Greenspace base software														
Configure Greenspace for VBH requiremenets														
Define/build/test data collection templates (pre, during, post)														
Define/build/test management dashboards														
Define/build/test management reports														
Define/develop data collection tool procedures														
Management Reporting														
Determine/confirm VA reporting requirements														
Financial Reporting														
Outcomes Reporting														
Identify reporting data sources														
Define/develop management reports														
Financial Reporting														
Outcomes Reporting														
Establish management reporting calendar														
Define/development management reporting processes														
Financial Reporting														
Outcomes Reporting														
Training														
Identify training requiments														
Existing Staff														
New Staff														
Partners														
Develop training for new processes and tools														
Revise training after existing staff training														
Create training schedule/coordinate VA screening training														
VBH Standard Process														
New staff														
Screening (with VA assistance)														
Existing Staff														
New Staff														
Partners														
New Process/Procedures														
Existing Staff														
New Staff														
Partners														
New Data Collection System														
Existing Staff														
New Staff														