

Attachment F ACTION PLAN TEMPLATE

PROGRAM: Northeastern Mental Health Center		July 2010-June 2011	
CONTACT PERSON: Amy Serfling		PHONE: 605-225-1010	
ACTION ITEM Taken from the COMPASS. Write a single specific activity that will be taken: e.g. write a policy, put up a poster, collect data, conduct a training	MEASURABLE INDICATOR This is something that can quantified; e.g. the policy is written, the poster is in place, the data is collected, the training was held.	RESPONSIBLE PERSON The single individual that is responsible for completing the action item.	TARGET DATE FOR COMPLETION The date by which the action item is to be completed; e.g. April 27, 2008, NOT Spring 2008.
1. Develop a Mission Statement for NEMHC that better incorporates the emphasis of a welcoming, empathic, integrated approach to the treatment of co-occurring disorders.	The Mission Statement is revised, approved by the Board of Directors and disseminated to NEMHC staff.	Joe Manuel, Executive Director Susan Kornder, Clinical Director Amy Serfling, Clinical Supervisor, Change Agent Other NEMHC staff as appropriate. Consumer Representative	Met May 2010
2. Write specific policies and procedures to monitor all points of services (screening, assessment, treatment, etc) for people with co-occurring disorders.	Policies and procedures will be written, implemented, and disseminated to NEMHC staff.	Joe Manuel, Executive Director Susan Kornder, Clinical Director Amy Serfling, Clinical Supervisor, Change Agent Kent Miller, Clinical Supervisor	Policies written Will begin New Audit Process with April 2010 QA-UR Audits
3. Develop a training plan utilizing data from the CODECAT for clinical staff to build competencies for the treatment of co-occurring disorders.	A training plan will be documented and implemented.	Susan Kornder, Clinical Director Amy Serfling, Clinical Supervisor, Change Agent Kent Miller, Clinical Supervisor	Revised date: February 2010 (NEMHC: provides staff training as directed by the Clinical supervisors, utilizing feedback from clinical staff and training targeted to support current system of care and CODD initiatives)