**Michigan Partners on the PATH**

**Workshop Implementation Timeline**

This is a suggested timeline. As you begin to plan your workshop, determine who will be responsible for each task.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Task** | **Timeframe** | **Person Responsible** | **Additional information** | **Complete?** |
| 1. | Identify potential locations to host PATH workshops | ASAP | -PATH Leaders -Community Based Orgs and other partners | Ideal sites should be able to commit to:  -Hosting the PATH workshops for six weeks  -Having a private/semi-private area for workshop  -Be in a physically accessible building  -Have appropriate facilities for participants |  |
| 2. | Identify two trained PATH leaders to facilitate the workshops | ASAP | -PATH Leaders  -PATH Coordinator | Please be sure to notify program coordinator once staff have been identified and have committed to the training.  Follow up correspondence will occur between program coordinator and PATH leaders. |  |
| 3. | Register PATH workshop with MDHHS online | ASAP following completion of above tasks | -PATH Coordinator | Available online at <http://www.mihealthyprograms.org/path-workshop-registration-form.aspx> |  |
| 4. | Develop marketing plan/ strategy to recruit and identify PATH participants | 8-6 weeks prior to workshop start date | -PATH Coordinator  -Identified PATH Leader | -Can customize flyers for site specific information  -Can develop mailing to send out (site dependent, follow up with supervisor) |  |
| 5. | Enroll participants/  collect registration information | Any time prior to workshop start date | -PATH Coordinator | -Who will serve as point of contact for all PATH workshops? and will collect required information from participants?  -Program coordinator will share this information back with leaders 3-5 days prior to start of workshop |  |
| 6. | Prepare for PATH facilitation | 1-2 weeks prior to workshop start date | -PATH Leaders -PATH Coordinator | -Prepare any materials required for PATH workshop (printed materials, copies, etc.)  -Review Leader script (listed as #4) on the following site:  <http://www.mihealthyprograms.org/leader-path-forms.aspx> |  |
| 7. | Obtain supplies needed for PATH participants | 1-2 days before workshop begins | -PATH Coordinator  -PATH Leader | Where/how to obtain Living Well lending library? |  |
| 8. | Contact participants for  workshop reminders | 1-2 days before workshop begins | -PATH Coordinator and/or  PATH Leader | -Provide a reminder of workshop logistics/details |  |
| 9. | Plan for Healthy Snacks to be used during PATH workshops | 1-2 days before workshop begins | -PATH Coordinator -PATH Leader | -Snacks should be healthy (whole grain, low fat, low sugar, fruit/vegetables)  -Water should be available |  |
| 10. | Prepare required MDHHS documentation | 1-2 days before workshop begins | -PATH Coordinator and/or PATH Leader | All forms/ documentation required by MDHHS is available online at: <http://www.mihealthyprograms.org/leader-path-forms.aspx>. Be sure to include the following: (1) Attendance Log, (2) Participant Information Form, (3) Cover Sheet, and (4) Evaluation Form |  |
| 11. | Host PATH workshop | Scheduled dates | -PATH Leaders | Be sure to allocate enough time for set up and clean up (especially during the first session). |  |
| 12. | Submit PATH Workshop Summary form | Turn in to program coordinator within 3 days of completing workshop | -PATH Leader  -Program coordinator | -Forms available at (Step 7): <http://www.mihealthyprograms.org/leader-path-forms.aspx>  -Program Coordinator will submit the required documentation to MDHHS upon receipt from PATH Leader |  |

**Roles:**

**PATH Coordinator:** Someone within your organization who will be the primary point of contact for workshops and leaders. This person will coordinate the workshop as noted by tasks below. The role may be shared, but it should be very clear on who will be doing what. A PATH leader may also be the PATH coordinator.

**PATH Leaders:** A person who has completed a leader training for the type of workshop being offered (i.e. Diabetes PATH leader training if leading a Diabetes PATH workshop.) All workshops must have 2 trained leaders.

**MDHHS:** Michigan Department of Health and Human Services. MDHHS manages the data collection and partner website for Michigan Partners on the PATH, [www.mihealthyprograms.org](http://www.mihealthyprograms.org)