TA Checklist

Use this guide to identify and receive Technical Assistance opportunities available during the Patient Navigation project.

Monthly Calls	**Ongoing; beginning September 2020** ❑ *Call 1:* Debrief kick-off orientation, expectations and activities, project monitoring, and potential TA needs ❑ *Call 2:* Discuss first steps, early TA needs, and plans for TA site visit ❑ *Ongoing:* Review progress, TA needs, and feedback
TA Site Visits	**To be scheduled in collaboration with project sites** ❑ TA leads may make 1-2 site visits over the course of the project (midpoint, endpoint) ❑ Two-day site visits are intended to observe program operations and facilitate discussion of program progress and TA needs ❑ May involve convening key partners and TA delivery as needed
Cross-Program Learning	**To be scheduled in collaboration with project sites** ❑ May involve groups calls or webinars; content will reflect project stages and common efforts, structured around program report-outs, peer-to-peer TA, and skill- and capacity-building ❑ Learning topics include financing and sustainability, stakeholder engagement, data and reporting systems, coordinating community response, and partnering with related health systems
Quarterly Data Reporting	**Ongoing; first quarterly report due December 2020** ❑ Programs will be responsible for preparing and submitting quarterly summary reports to NASTAD, which will be shared with CDC ❑ NASTAD will provide template forms and work with states to adapt existing SSP data collection systems to track and prepare project evaluation measures ❑ Reports will be due quarterly (December 2020; March, June, and September 2021), deadlines to be determined and communicated

TA Provision	**Ongoing** ❑ Project sites have access to all NASTAD Drug User Health TA services and related subject matter expertise and may make requests via their designated TA lead ❑ TA activities include development of short- and medium-term action plans, organizational structure and sustainability planning, including financing, data analysis for quality improvement, and stakeholder engagement strategies ❑ TA providers will identify and leverage existing and relevant meetings/conferences as possible to support project activities ❑ Project sites and TA leads will discuss how to organize and prioritize TA activities (e.g. in-person activities for site visits)
TA Resource Development	**Ongoing** ❑ TA leads and subject matter experts will develop webinars, summaries of best practices/promising strategies, and other relevant resources to aid in project activities and dissemination ❑ Identify and promote existing resources related to patient navigation and healthcare for PWUD to support TA delivery ❑ Develop case studies, success stories, and issue briefs to support dissemination of project impact and recommendations ❑ Project sites may request specific materials; TA leads will also identify common needs across sites and develop priority materials accordingly
Project Close-Out Meeting	**End of Year 1 (September 2021)** ❑ Sites and partners will convene in-person to share lessons and recommendations and discuss sustainability plans ❑ Each project site will be asked to send one-to-two representatives to participate ❑ Meeting location and logistics to be determined and communicated