

WORK PLAN
New Member Services
September 1, 2020-August 31, 2021

Status: P = in progress, C = completed, B = barrier, D = delayed (e.g., competing priorities)

Activity (from Logic Model)	Action Steps	Lead/Others Involved	Timeline (Start/End)	Evaluation Method (how, when)	Status	Date/Progress Report (Including result when completed, e.g., report produced)
Promote, conduct, improve and evaluate ASTDD Peer Support Program (PSP)	<ul style="list-style-type: none"> • Contact new state dental directors (SDDs)/program managers (PM) to schedule ASTDD orientation • Promote ASTDD PSP to new SDDs and PMs • Maintain list of new SDDs/PMs • Track attempted contacts for orientation • Track number of new SDD/PM orientations per month • Track number of PSP participants monthly • 	New Member Services Coordinator, ASTDD mentors	9-1-20 to 8-31-21	<ul style="list-style-type: none"> • Number of SDD/PM orientations completed • Number of PSP participants • Number of six-month PSP evaluations completed • Number of one-year PSP evaluations completed • Number of PSP completion certificates sent • Increased knowledge of ASTDD resources on website: annual member survey 	P	
Promote, conduct, improve and evaluate ASTDD New Associate Member Services Program	<ul style="list-style-type: none"> • Contact new ASTDD associate members to schedule ASTDD orientation • Track attempted contacts for orientation 	Associate Member Coordinator	9-1-20 to 8-31-21	<ul style="list-style-type: none"> • Number of associate member orientations • Increased knowledge of ASTDD resources on website: annual member survey 	P	
Promote new ASTDD members engagement on ASTDD committees	<ul style="list-style-type: none"> • During ASTDD orientation discuss ASTDD committees and encourage new SDD/PM 	NMS Coordinator, Associate Member	9-1-20 to 8-31-21	<ul style="list-style-type: none"> • Number of new members on ASTDD committees 	P	

Date: 10/15/20

	<p>and associate members to join an ASTDD committee</p> <ul style="list-style-type: none"> • Connect those interested in joining an ASTDD committee with an introductory email to the committee chair and consultant • During orientation help new SDD/PM and associate members access the Members Only section of the website to view the ASTDD calendar of calls 	<p>Coordinator, ASTDD committee chairs, ASTDD committee consultants</p>				
NMS Tools, Resources	<ul style="list-style-type: none"> • Develop letter to supervisors for those participating in the PSP • Recruit SDDs/PMs to be mentors for the PSP • Maintain list of mentors and their mentees • Update ASTDD Mentoring Guide • Update mentor/mentee quotes on website and documents 	<p>NMS coordinator, Chris Wood, Bev Isman</p>	<p>9-1-20 to 8-31-21</p>	<ul style="list-style-type: none"> • SDDs/PMs get support from supervisor for participation in PSP • Increased pool of leaders for ASTDD • Increased number of mentors on list 		