## 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)*

<table>
<thead>
<tr>
<th>Activity (from Logic Model)</th>
<th>Action Steps</th>
<th>Lead/Others Involved</th>
<th>Timeline (Start/End)</th>
<th>Evaluation Method (how, when)</th>
<th>Status</th>
<th>Date/Progress Report (Including result when completed, e.g., report produced)</th>
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</thead>
</table>
| Promote, conduct, improve and evaluate ASTDD Peer Support Program (PSP) | • 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/PMP orientations per month  
• Track number of PSP participants monthly | New Member Services Coordinator, ASTDD mentors | 9-1-20 to 8-31-21 | • 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 | • Contact new ASTDD associate members to schedule ASTDD orientation  
• Track attempted contacts for orientation | Associate Member Coordinator | 9-1-20 to 8-31-21 | • Number of associate member orientations  
• Increased knowledge of ASTDD resources on website: annual member survey | P |  |
| Promote new ASTDD members engagement on ASTDD committees | • During ASTDD orientation discuss ASTDD committees and encourage new SDD/PM | NMS Coordinator, Associate Member | 9-1-20 to 8-31-21 | • Number of new members on ASTDD committees | P |  |

Date: 10/15/20
| NMS Tools, Resources | **and associate members to join an ASTDD committee**  
- 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 | Coordinator, ASTDD committee chairs, ASTDD committee consultants | NMS coordinator, Chris Wood, Bev Isman | 9-1-20 to 8-31-21 |  
- SDDs/PMs get support from supervisor for participation in PSP  
- Increased pool of leaders for ASTDD  
- Increased number of mentors on list |