



# Community Opioid Response Program

## Program Year Checklist for Members 2017-2018

**Directions:** Members will check off completed trainings and assignments and will review their monthly progress with their Host Site Supervisors during their weekly 1:1 meetings. Members and Supervisors will sign, date and scan/email copies to Program Manager by the 15th of the following month, each month. (For example, October Checklist will be due to Program Manager no later than November 15<sup>th</sup>.)

*\* Dates and Activities Subject to Change*

### October

- Attend In-Person Orientation 10/16
- Attend SERVE CO Member Summit 10/17-10/18
- Attend Consortium Annual Meeting 10/19
- Attend monthly Host-Member Training Webinar 10/23
- Complete self-study on Rise Above Colorado Youth Prevention 10/24-10/27
- Complete Host Site Orientation 10/24-11/3
- Complete and submit timesheet 10/27
- Have at least one meeting with your Host Site Supervisor
- Attend Rise Above Youth Prevention Introduction Webinar 10/30
- Complete self-study on Not Prescribed and Media Smart Youth- Not Prescribed 10/30-11/3

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Host Site Supervisor Signature

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### November

- Complete and submit timesheet 11/10
- Attend Safe Disposal Introduction Webinar 11/6
- Attend Member Professional Development webinar 11/13
- Have at least one meeting with your Host Site Supervisor
- Complete and submit timesheet 11/22
- Complete self-study on Consortium and CDPHE during week of 11/20
- Complete self-study on safe disposal during week of 11/27
- Complete Community Needs Assessment/ Regional Health Connector assignment-due 11/30

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## December

- Attend in-person training 12/7 & 12/8
- Complete and submit timesheet 12/8
- Attend monthly Host-Member Training Webinar 12/11
- Have at least one meeting with your Host Site Supervisor
- Complete this month's additional self-study assignment(s) and reflection
- Complete and submit timesheet 12/22

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## January 2018

- Complete and submit timesheet 1/5
- Attend monthly Host-Member Training Webinar 1/8
- Complete Martin Luther King Jr. Day of Service 1/15 (**Mandatory**); send pictures to program manager for Serve Colorado's newsletter
- Complete this month's additional self-study assignment(s) and reflection
- Have at least one meeting with your Host Site Supervisor
- Complete and submit timesheet 1/19

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## February

- Complete and submit timesheet 2/2
- Attend monthly Host-Member Training Webinar 2/12
- Complete this month's additional self-study assignment(s) and reflection
- Mid-term review with host site supervisor--mid-February (only for members who started in October)
- Complete and submit timesheet 2/16

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## March

- Complete and submit timesheet 3/2
- Attend monthly Host-Member Training Webinar 3/12
- Complete and submit timesheet 3/16
- Connect with at least two *new* community partners this month
- Complete this month's additional self-study assignment(s) and reflection
- Have at least one meeting with your Host Site Supervisor
- Complete and submit timesheet 3/30

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**April**

- Complete Cesar Chavez Day of Service between 3/31 and 4/30 (**Mandatory**); send pictures to program manager for Serve Colorado's newsletter
- Attend monthly Host-Member Training Webinar 4/9
- Complete and submit timesheet 4/13
- Complete this month's additional self-study assignment (s) and reflection
- Have at least one meeting with your Host Site Supervisor
- Complete and submit timesheet 4/27

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**May**

- Complete and submit timesheet 5/11
- Attend monthly Host-Member Training Webinar 5/14
- Have at least one meeting with your Host Site Supervisor
- Complete this month's additional self-study assignment(s) and reflection
- Complete and submit timesheet 5/25

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**June**

- Complete and submit timesheet 6/8
- Attend monthly Host-Member Training Webinar 6/11
- Have at least one meeting with your Host Site Supervisor
- Complete this month's additional self-study assignment(s) and reflection
- Complete and submit timesheet 6/22

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**July**

- Attend End of the Year celebration\* (July or August)
- Complete and submit timesheet 7/6
- Attend monthly Host-Member Training Webinar 7/9
- Complete and submit timesheet 7/20
- Have at least one meeting with your Host Site Supervisor
- Complete this month's additional self-study assignment(s) and reflection
- Complete End of Year review with host site supervisor by 7/31 (only for members who started in October 2017)

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**August** (only members who started after December 1, 2017)

- Attend End of the Year celebration\* (July or August)
- Complete and submit timesheet 8/3
- Complete and submit timesheet 8/17
- Attend monthly Host-Member Training Webinar date TBD
- Complete this month's additional self-study assignment(s) and reflection
- Complete and submit timesheet 8/31

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**September** (only members who started after December 1, 2017)

- Complete and submit timesheet 9/14
- Attend monthly Host-Member Training Webinar date TBD
- Complete and submit timesheet 9/28
- Have at least one meeting with your Host Site Supervisor
- Complete this month's additional self-study assignment(s) and reflection
- Complete End of the Year review with host site supervisor by 9/30

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