

Guidance on Work Plan Reviews **Revised 09.28.09**

This process contains two main steps: Submit/Review and Approve (SRA).

SUBMIT and REVIEW – Community HealthCorps State & National Program Sites are required to submit electronic unsigned work plan(s) to the Community HealthCorps Intern (TBD) (HCIntern@nachc.com) within 30 calendar days of the member’s start date. Within 3 business days of receipt of unsigned work plan(s), the Intern will acknowledge receipt. The Intern will monitor *My AmeriCorps* to identify members that may have been enrolled and may send a reminder to the associated Program Coordinator if members have been enrolled for 20 or more calendar days and no member work plan has been received.

The Point of Contact (POC) will review the work plan(s). Within 2 weeks of a site being notified that work plan(s) were received, one of the following will then occur: The POC will notify the program site via email of any changes requested. Revised versions will be requested to be returned in one week or less, depending on the extent of the changes requested and the number of work plans.

APPROVE - If no changes are required, the POC will notify the program site via email that their work plans have been approved (with the name of each member for whom a work plan has been approved listed in the email). At that point the approved work plans will be placed in the site’s contract file at NACHC as the approved work plans (Scope of Work). Upon approval:

- The site will be directed within the email to have the coordinator, member and site supervisor sign/date the work plan and place it in the member’s file.
- The site will be directed to place the approval email verification and all of the completed/signed work plans within their contract file under Appendix 3-Scope of Work.
- If a member has exited the program prior to completion of the work plan review process, the program site staff must write “Member exited from the program prior to NACHC approval of work plan” on the member signature line of the work plan, and place it in the member’s file (there is no need to collect signatures).