

| Objective | Tasks | Actions | Target Date | Responsible Parties | Completion date |
|--|---|----------------------|-------------|--------------------------------|-----------------|
| Convene & organize a statewide steering committee | | | | | |
| | Identify contacts | | Feb-03 | P. Daly/K. Powell/D. Martin | Feb-03 |
| | Create database of contacts | | Feb-03 | P. Daly/K. Powell/D. Martin | Feb-03 |
| | Identify committee leadership | | Feb-03 | P. Daly/K. Powell/D. Martin | Feb-03 |
| | Determine resources needed | | Apr-03 | P. Daly / K. Powell / T. Rolfe | Jul-03 |
| | Identify funding sources | | Jul-03 | P. Daly / K. Powell / T. Rolfe | ongoing |
| | | Rallying Points/ RWJ | Jul-03 | K. Powell | ongoing |
| | | As needed | Jul-03 | Ongoing as needed | ongoing |
| | Vision and Mission Statement | | Mar-03 | P. Daly | Jun-03 |
| | Develop and enhance existing HVP relationships | | Dec-03 | Entire Committee | ongoing |
| | Recruit 3 Veterans Service Organizations | | Sep-03 | Donna Martin/Trolfe | |

| Assess existing hospice/veterans activities/relationships | | | | | |
|--|--------------------------------|---|------------|----------------------------|--|
| | Establish baseline data | | Nov-03 | P. Daly/ K. Powell/T Rolfe | |
| | | Draft evaluation that measures strength of relationships between HVP stakeholders | Nov-03 | P. Daly/ K. Powell/T Rolfe | |
| | | Draft evaluation that measures strength of the HVP | Nov-03 | P. Daly/ K. Powell/T Rolfe | |
| | | Draft an evaluation that measures veterans awareness of end of life services in Maine | Nov-03 | P. Daly/ K. Powell/T Rolfe | |
| | | Draft an evaluation that measures veterans satisfaction with existing end of life services in Maine | Nov-03 | P. Daly/ K. Powell/T Rolfe | |
| | Needs Assessment | | | | |
| | | Draft needs assessment (s) tools | Nov-03 | P. Daly/ K. Powell/T Rolfe | |
| | | Distribute needs assessment tools to members | Nov-03 | P. Daly/ K. Powell/T Rolfe | |
| | | Analyze results | Spring- 04 | P. Daly/ K. Powell/T Rolfe | |
| | | Draft needs assessment report | Spring- 04 | P. Daly/ K. Powell/T Rolfe | |

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| Assess existing hospice/veterans activities/relationships | | | (cont.) | | |
| | | Distribute needs assessment report to stakeholders | Spring - 04 | | |
| | Assess HVP related Contracts and Agreements | | Winter - 04 | | |
| | | Request copies of formal contracts and informal agreements | Winter - 04 | committee | |
| | | Analyze contracts and agreements for effectiveness | Winter - 04 | committee | |
| | | Analyze contracts and agreements for legality | Winter - 04 | committee | |
| | | Develop model HVP contracts/agreements | Winter - 04 | committee | |

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| Create plan to resources and expand partnerships at the community level | | | | | |
| | Establish mentoring program | | Spring - 04 | | |
| | | Identify potential Mentors | Spring - 04 | | |
| | | Connect mentors with emerging HVP programs | Spring - 04 | | |
| | | Mentors to provide technical assistance to HVP programs | Spring - 04 | | |
| | Create a list of Mentors and Experts and circulate | | Spring - 04 | | |
| | Create a hospice and palliative care information pack | | Summer - 04 | | |
| | | Provide info about hospice and palliative care | Summer - 04 | | |
| | | Provide info about becoming a hospice or VA volunteer | Summer - 04 | | |
| | | Distribute packets to VSO's in state | Summer - 04 | | |
| | Train and provide speakers /training to VSO meetings | | Dec-03 | | |
| | Increase veterans hospice volunteer ranks | | Nov-03 | P. Daly/ K. Powell/T Rolfe | |
| | | Obtain funding to train more vets and their families as hospice volunteers | Nov-03 | P. Daly/ K. Powell/T Rolfe | |
| | | Cooperate with community hospice volunteer training programs | Nov-03 | P. Daly/ K. Powell/T Rolfe | |

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| | Offer Trainer training with specific Veterans' hospice volunteer curriculum | Nov-03 | P. Daly/ K. Powell/T Rolfe | |
| Develop program to inform and promote discussion of advanced directives | | Winter - 04 | | |
| | Train the trainer session advanced directives | Winter - 04 | | |
| Increase number of veterans enrolled in community hospices by 25% | | | | |

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| Plan a statewide educational event on hospice and the VA healthcare system | | | | | |
| Target audience: Maine hospices and VA facilities. | | | | | |
| | Staff development and training | | ongoing | | |
| | Networking opportunities | | ongoing | | |
| | Potential topics for education event: | | Spring - 04 | | |
| | Referrals between settings | | Spring - 04 | | |
| | Agreements and contracts | | Spring - 04 | | |
| | Hospice policies, regulations and practice | | Spring - 04 | | |
| | VA polices, regulations and practice | | Spring - 04 | | |
| | Participate in the National Association of State Veterans' Homes Annual Meeting (Portland Maine) | | Aug-03 | P. Daly / T. Rolfe / K Powell & National Speakers | |

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| Create comprehensive end of life community engagement plan | | | | | |
| Target audience: Veterans & family members | | | | | |
| | Implement comprehensive end of life community engagement plan | | | | |