

High Level Transition Timeline: Milestones

Initiate transition with DHSS: 2/11/2019

Assume operational authority: July 1, 2019

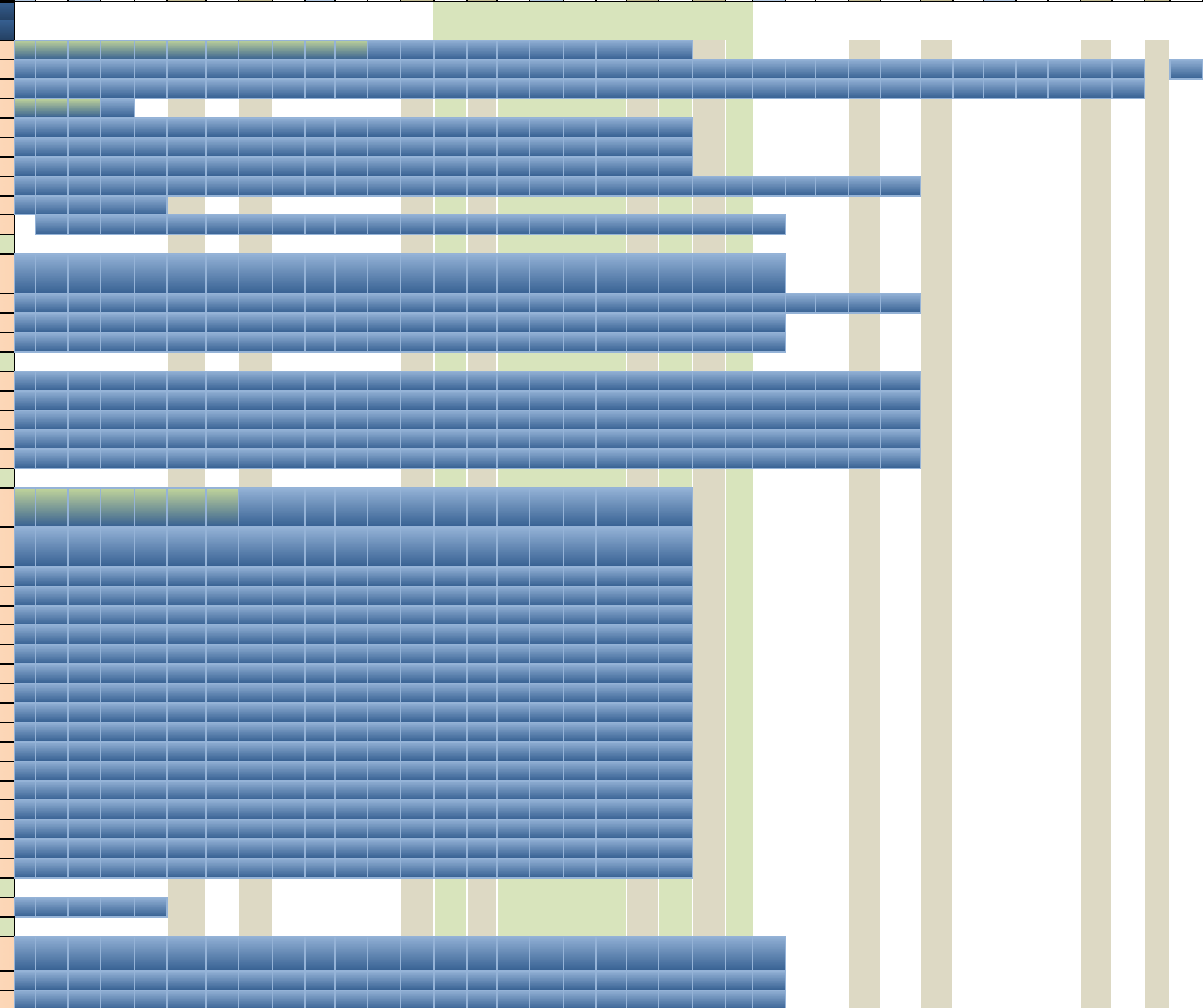
Diligence and Planning Phase	Key Milestones: February 2019
	Conduct site visit of API
	Collect and review all current and past plans of corrective action
	Obtain all Policies and Procedures and current Job Descriptions for API
	Review applicable statutes and identify any other regulations applicable to API
	Conduct all staff meetings at API with all three shifts to introduce Wellpath
	Finalize transition plan
	Develop and finalize contract with CMS consultant
	Finalize transition team and interim leadership team
	Develop recruitment strategy and job fair plan
Meet with key constituents/stakeholders	
Create timeline for onboarding and interviewing API staff	
Review and finalize transition plan with DHSS	
Biweekly transition meetings with DHSS	
Key Milestones: March 2019	
Finalize all job descriptions and post positions for API	
Ensure posting of all vacant positions	
Begin job fairs and extended recruitment activities	
Order any identified FF&E and supplies	
Identify internal WRS line staff and mid-level managers to assist with job-specific training	
Identify MANDT de-escalation training instructors	
Review credentials of all incumbent staff	
Biweekly transition meetings with DHSS	
Transition Phase	Key Milestones: April 2019
	Finalize selection of incumbent staff
	Finalize selection of key leaders (Executive Management Group)
	All interviews completed and offers extended with start date for incumbent staff
	Continue to conduct job fairs for vacant positions
	Finalize initial orientation and education plan for all employees
	Update current CMS, TJC, and any other corrective action plans as needed
	Begin negotiations for shared services agreements, vendors, contractors, etc.
	Submit applications for pharmacy and food services licenses, as well as CLIA waiver
	Begin identifying ancillary service providers
	Weekly transition meetings with DHSS
	Key Milestones: May 2019
	Continue to conduct job fairs for vacant positions
Finalize all contracts, shared services agreements, contractors, etc.	
Begin onboarding and training all staff	
Train staff on policies and procedures	
Weekly transition meetings with DHSS	
Key Milestones: June 2019	
Continue to conduct job fairs for vacant positions	
Continue onboarding and training of staff	
Continue training staff on policies and procedures	
All staff fully trained and ready for deployment	
Weekly transition meetings with DHSS	
Activation	Key Milestones: July 2019
	WRS assumes operations of API
	All management team is in place and onsite
	All facility based operations are in place
Weekly transition meetings with DHSS	

Key Deadlines	Start	End
Transition Period	2/11	7/1
Contract Start Date	2/11	7/1

Alaska Psychiatric Institute																																				
Feb	Mar					Apr					May					Jun					Jul															
2/11	2/14	2/18	2/22	2/26	3/2	3/6	3/10	3/14	3/18	3/22	3/26	3/30	4/3	4/7	4/11	4/15	4/19	4/23	4/27	5/1	5/5	5/9	5/13	5/17	5/21	5/25	5/29	6/2	6/6	6/10	6/14	6/18	6/22	6/26	6/30	7/4

ADMINISTRATION

	Start	End	% Comp	Responsible
Finalize selection of Key Leadership Team/ Submit to DHSS	2/11	5/1	50%	Gintoli
Identify the need for external labor from other Wellpath facilities/Corporate prior to and during start up	2/11	Ongoing	0%	Gintoli
Approve Facility Transition Team Schedule through July 1	2/11	7/1	0%	Gintoli
Finalize and Submit a detailed Transition Plan to DHSS	2/11	2/25	50%	Mangold/Gintoli
Finalize all vendor contracts	2/11	5/1	0%	Gintoli
Determine what shared services we will have with DHSS	2/11	5/1	0%	Gintoli
Ensure sub contractors are in place	2/11	5/1	0%	Gintoli
Review all CMS and TJC Reports and CAPs. Update as needed	2/11	6/1	0%	Cherfas
Review and approve Organizational Chart	2/11	3/1	0%	Gintoli
Create patient Handbook to reflect the operations of the new facility	2/13	5/15	0%	Mangold
POLICIES & PROCEDURES				
Ensure that all needed Wellpath and API forms, documents have been modified for use at the API and are in place	2/11	5/15		Cherfas
Update all policies and procedures by June 1	2/11	6/1	0%	Cherfas
Coordinate with API key staff to assist in the creation of the policy and procedure manual in Policy Tech	2/11	5/15	0%	Dowdie
Develop P&P manual for API	2/11	5/15	0%	Gintoli
REPORTS & REPORTING SYSTEMS				
Ensure reporting system competence and train staff on the following Correct Care reports and reporting systems:	2/11	6/1	0%	Dowdie
a) Serious Incident Report (SIR) system Risk Qual	2/11	6/1	0%	Dowdie
b) Census Report	2/11	6/1	0%	Dowdie
c) Meal Cost Report	2/11	6/1	0%	Dowdie
d) Clinical Performance Indicator Report (KPI)	2/11	6/1	0%	Dowdie
COMMUNITY INTEGRATION AND SUPPORT PLANS				
Establish and maintain good working relationship with all relevant mental health, health, social services and criminal justice agencies and community partners	2/11	5/1	30%	Gintoli/Mangold
Notify the following agencies of the mailing address and contact phone number. Meet with local agencies, and Criminal Justice agencies and key stakeholders to build relationships	2/11	5/1	0%	Gintoli/Mangold
a) Local Law Enforcement Agency/s (e.g. Sheriffs Office, State Police, City Police, etc.)	2/11	5/1	0%	Gintoli/Mangold
b) Criminal Courts (if required)	2/11	5/1	0%	Gintoli/Mangold
c) Civil Courts (if required)	2/11	5/1	0%	Gintoli/Mangold
d) Clerk of the Court (or Circuit Clerk)	2/11	5/1	0%	Gintoli/Mangold
e) Prosecutor's Office (or States Attorney)	2/11	5/1	0%	Gintoli/Mangold
f) Public Defender's Office (if required)	2/11	5/1	0%	Gintoli/Mangold
g) Fire/Rescue Agency	2/11	5/1	0%	Gintoli/Mangold
h) Ambulance/EMT	2/11	5/1	0%	Gintoli/Mangold
i) Disability Rights	2/11	5/1	0%	Gintoli/Mangold
j) Local NAMI Affiliates	2/11	5/1	0%	Gintoli/Mangold
k) Hospital	2/11	5/1	0%	Gintoli/Mangold
l) Veterans Affairs Office	2/11	5/1	0%	Gintoli/Mangold
m) Department of Developmental Services	2/11	5/1	0%	Gintoli/Mangold
o) Local officials	2/11	5/1	0%	Gintoli
p) Key legislators	2/11	5/1	0%	Barr
University affiliation agreements for internships/residency programs	2/11	5/1	0%	Galín/Newkirk
MEDIA				
Create media communications protocol with DHSS	2/11	3/1	0%	Lilley
PERFORMANCE IMPROVEMENT/COMPLIANCE				
Create PI/QA Plan that meet or exceeds all TJC and CMS requirements	2/11	5/15	0%	Fauls
Identify all reporting requirements for DHSS	2/11	5/15	0%	Fauls
Review and update Committee Structure	2/11	5/15	0%	Fauls



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ADMINISTRATION																
Create committee structure to include:	2/11	5/15	0%	Fauls												
a) Governing Board	2/11	5/15	0%	Fauls												
b) Executive Management Team Council	2/11	5/15	0%	Fauls												
c) Business and Technology	2/11	5/15	0%	Fauls												
d) Patient Governance Council	2/11	5/15	0%	Fauls												
e) Medical Executive Committee (MEC)	2/11	5/15	0%	Fauls												
f) Safety	2/11	5/15	0%	Fauls												
g) Performance Improvement	2/11	5/15	0%	Fauls												
h) Pharmacy and Therapeutics	2/11	5/15	0%	Fauls												
i) Mortality Review	2/11	5/15	0%	Fauls												
Ensure Key Performance measures are reported as the start date of the agreement and monthly thereafter	2/11	5/15	0%	Fauls												
Ensure monitoring of statement of work, indicators and key performance indicators	2/11	5/15	0%	Fauls												
Develop policies and procedures, and rules for Patient council meetings	2/11	5/15	0%	Huckshorn												
COMPLIANCE PLAN																
Design and implement a corporate compliance tool to evaluate the effectiveness of the overall organization and	2/11	5/15	0%	Cherfas												
Ensure process in place to submit all reports, documentation and information required per Schedules which will be sent to DHSS et al.	2/11	5/15	0%	Cherfas												
Conduct TJC readiness survey	2/11	5/15	0%	Cherfas												
OFF-SITE PROVIDER NETWORK																
Establish and maintain a network of off-site providers and hospitals	2/11	7/1	0%	Fuqua												
MEETINGS																
Create and Implement:																
Governing Body	2/11	On-going	0%	Fauls												
Executive Management Team Meeting (weekly)	2/11	On-going	0%	Fauls												
Continuous Quality Improvement Meeting (monthly)	2/11	On-going	0%	Fauls												
Pharmacy and Therapeutics Committee meeting (Monthly)	2/11	On-going	0%	Fauls												
Policy and Procedure Meeting (monthly)	2/11	On-going	0%	Fauls												
Medical Records Committee Meeting (bi-monthly)	2/11	On-going	0%	Fauls												
Morbidity or Mortality Review (as required)	2/11	On-going	0%	Fauls												
Morning safety huddle meetings (daily)	2/11	On-going	0%	Fauls												
Clinical and Reentry Case Conferences (as required)	2/11	On-going	0%	Fauls												
Seclusion and Restraint Oversight Committee (weekly)	2/11	On-going	0%	Fauls												
CONTINUOUS QUALITY IMPROVEMENT																
Create Comprehensive CQI/PI Program that includes:																
a) Documentation of appropriate Continuous Quality Improvement/assurance program for subcontractors	2/11	5/15	0%	Fauls												
b) Peer review, root cause analysis, morbidity and mortality review, case review and other such functions	2/11	5/15	0%	Fauls												
c) Provides planned CQI processes for monitoring, evaluating and improving quality	2/11	5/15	0%	Fauls												
Identify and establish clinical outcome measures (i.e. performance indicators)	2/11	5/15	0%	Fauls												
Develop a system of performance measures and indicators to evaluate the quality and efficiency	2/11	5/15	0%	Fauls												
Provide monthly aggregated statistical info regarding clinical outcomes and progress toward improvement	2/11	5/15	0%	Fauls												
Conduct process performance audit (medical, dental, and mental health services)	2/11	5/15	0%	Fauls												
MANAGEMENT REPORTS																
Ensure the timely completion and reporting of:	2/11	5/15	0%	Cherfas												
a) Monthly Utilization and Administrative Reports	2/11	5/15	0%	Cherfas												
b) Monthly Time Reports	2/11	5/15	0%	Cherfas												
c) Monthly Position Control and Vacancy Reports	2/11	5/15	0%	Cherfas												
Other Reports	2/11	5/15	0%	Cherfas												
Grievance Protocol																
Implement grievance policy	2/11	5/15	0%	Huckshorn												
Providing Patients with a system for submitting grievances regarding all issues	2/11	5/15	0%	Huckshorn												
Provide education to staff and patients on grievance policy	2/11	5/15	0%	Huckshorn												
Designate a grievance coordinator to serve as the first level responder	2/11	5/15	0%	Huckshorn												
Establish a final grievance appellate authority	2/11	5/15	0%	Huckshorn												
RISK MANAGEMENT																
Design and implement Risk Management Program	2/11	5/15	0%	Dowdie												

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DRAFT TRANSITION PLAN

Alaska Psychiatric Institute

CLINICAL

Feb	Mar		Apr			May			Jun			Jul																																			
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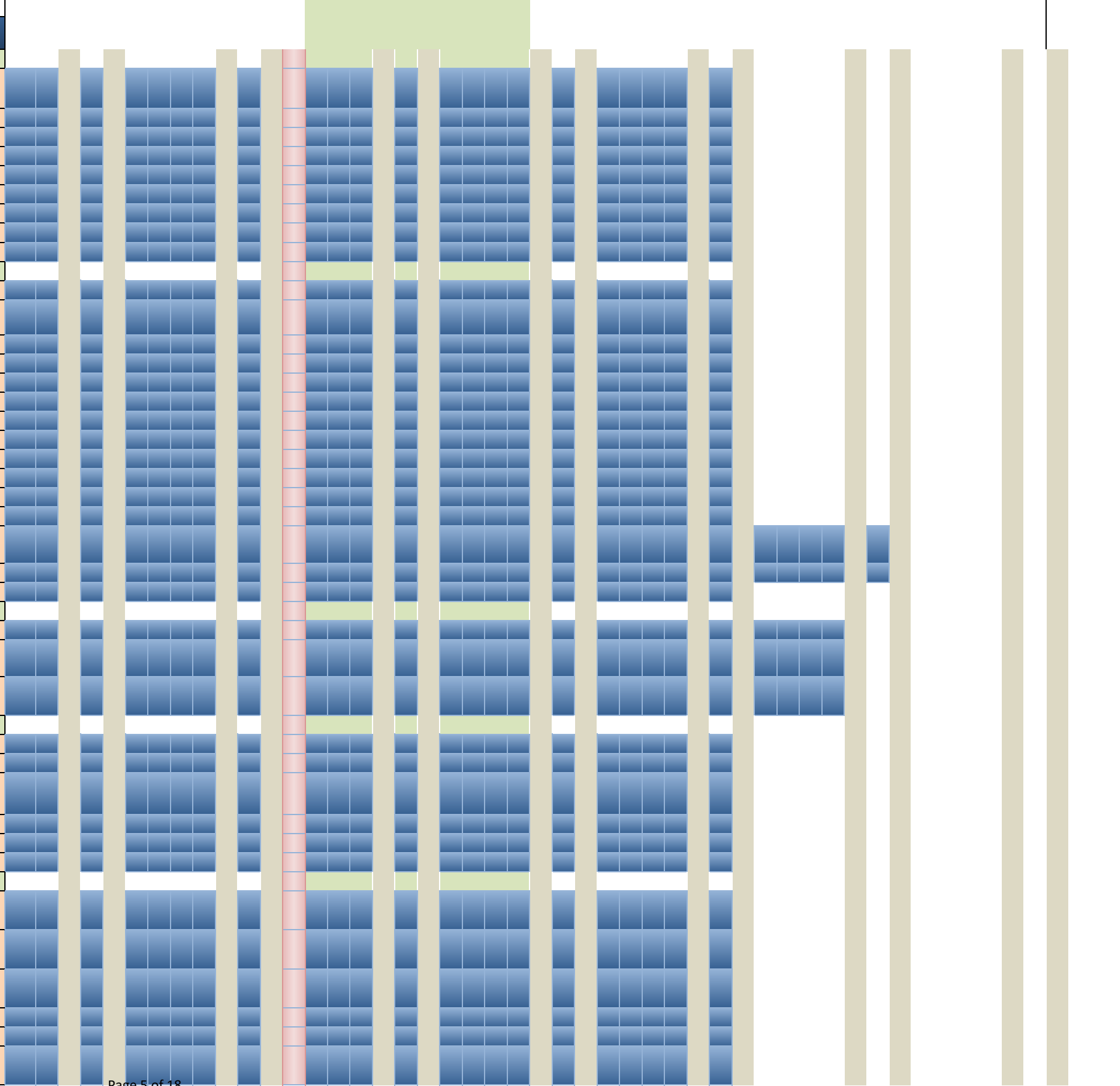
	Start	End	% Comp	Responsible
CLINICAL POLICIES AND FORMS				
Develop Clinical P&Ps and modify as required	2/11	5/15	0%	Galin
Create Clinical forms in accordance with API	2/11	5/15	0%	Galin
Orient the patients on the policies and procedures	2/11	On-going	0%	Galin
Orient/train staff on new or modified P&Ps	2/11	6/10	0%	Galin
Orient the appropriate staff on the new forms, records, log books, etc.	2/11	6/10	0%	Galin
Orient/train patients on all P&Ps that affect them	2/11	6/10	0%	Galin
CLINICAL TREATMENT PROGRAMS				
Determine the feasibility of a volunteer program	2/11	4/15	0%	Galin
Create a written plan for clinical services (Scope of Services)	2/11	5/15	0%	Galin
Ensure clinical staff are trained on documentation guidelines in accordance with CMS	2/11	5/15	0%	Galin
Ensure all initial and ongoing assessments are completed timely and in accordance with CMS and TJC requirements and state licensing	2/11	5/15	0%	Galin
Develop substance abuse education and treatment program	2/11	5/15	0%	Galin
Develop discharge planning process and discharge plan format	2/11	5/15	0%	Galin
Create and implement Art of Recovery Program	2/11	5/15	0%	Galin
Prepare all activity and program Schedules	2/11	5/15	0%	Galin
a) Establish treatment schedules for personnel and patients	2/11	5/15	0%	Galin
b) Review existing and create new policies and procedures for the clinical service division	2/11	5/15	0%	Galin
b) Establish recreation Schedule	2/11	5/15	0%	Galin
Establish protocols for all recovery teams	2/11	5/15	0%	Galin
Ensure creation of Risk Assessment Format	2/11	5/15	0%	Galin
Develop and implement comprehensive treatment plan	2/11	5/15	0%	Galin
Design, develop and implement new core off unit treatment milieu (Education, vocation, recreation)	2/11	5/15	0%	Galin
Create unit base activity and program schedule	2/11	5/15	0%	Galin
Provide treatment protocols of Gender Dysphoria (GD), including consultation with a recognized expert	2/11	5/15	0%	Galin
Implement detoxification protocols utilizing nationally approved guidelines such CIWA and COWS protocols	2/11	5/15	0%	Galin
Orient staff on the finalized activity Schedules	2/11	6/10	0%	Galin
Ensure staggered work schedules with staff time allocated on evenings, weekends and holidays for clinical staff	2/11	6/10	0%	Galin
Implement standardized process for suicide assessment and reassessment	2/11	5/15	0%	Galin
Educate patients on their daily schedules	2/11	7/1	0%	Galin
Train staff in cultural diversity treatment and patient centered trauma informed care	2/11	6/10	0%	Galin
Implement Family Support groups	2/11	7/30	0%	Galin
Implement post incident debriefing protocols	2/11	5/15	0%	Galin
Create continuum of care with facility and local authorities, mental health and criminal justice agencies	2/13	5/15	0%	Galin
Create discharge policies that conform with API and local agencies rules and regulations	2/13	5/15	0%	Galin
Create and implement process for outpatient forensic evaluations	2/11	6/1	0%	Galin
Ensure that all forensic evaluations are performed within the time frames	2/11	7/1	0%	Galin
Provide training for forensic evaluators conducting the evaluations and providing court testimony	2/11	7/1	0%	Galin

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MEDICAL

Medical	Start	End	% Comp	Responsible
ADMISSION AND DISCHARGE PLANNING				
Create all necessary policies and procedures for health and medical services	2/11	5/15	0%	Newkirk
Review and approve medical staff bylaws	2/11	5/15	0%	Newkirk
Finalize the intake process to include:	2/11	5/15	0%	Newkirk
a) Intake protocols	2/11	5/15	0%	Newkirk
b) Admission Process	2/11	5/15	0%	Newkirk
c) Initial Psych Assessment	2/11	5/15	0%	Newkirk
d) Housing assignment	2/11	5/15	0%	Newkirk
e) Nursing Assessments	2/11	5/15	0%	Newkirk
f) H&P and all related initial assessments	2/11	5/15	0%	Newkirk
HEALTHCARE SERVICES PLAN				
Review and update as needed API written plan for the provision of care	2/11	5/15	0%	Newkirk
The plan will include the scope of services and practice for each of the following components:	2/11	5/15	0%	Woulard
a) Ensure Care Management coordination through written protocol	2/11	5/15	0%	Woulard
b) Admission medical Screening in accordance with contract	2/11	5/15	0%	Newkirk
c) Provision of sick call process	2/11	5/15	0%	Woulard
d) Securing acute hospitalizations for patients when needed	2/11	5/15	0%	Woulard
e) History and physical examinations on admission	2/11	5/15	0%	Newkirk
f) All medical and nursing assessments and re-assessments	2/11	5/15	0%	Woulard
Provision of health education to persons served	2/11	5/15	0%	Woulard
Provision of therapeutic diets	2/11	5/15	0%	Woulard
Orientation and training of appropriate staff on Medical P&Ps	2/11	5/15	0%	Newkirk
Development of specific Medical /nursing protocols	2/11	5/15	0%	Woulard/Newkirk
Orientation and training of appropriate staff on any new Medical protocols	2/11	6/10	0%	Newkirk
Educate staff in seclusion and restraint protocols	2/11	6/10	0%	Newkirk
Create a site-specific Medical Emergency Plan	2/11	5/15	0%	Newkirk
MEDICAL SUPPLIES: (NON- FF&E)				
Order medical supplies	2/11	6/1	0%	Woulard
Verify that all ordered medical supplies have been received and stored appropriately	2/11	6/1	0%	Woulard
Create and implement an inventory management system for the medical supplies	2/11	6/1	0%	Woulard
SICK-CALL POLICIES				
Establish the policies for conducting "Sick-Call"	2/11	5/15	0%	Woulard/DON
Create a Schedule for conducting Sick-Call	2/11	5/15	0%	Woulard/DON
Orient/train Nursing & Medical staff on the Sick-Call policies and Schedules	2/11	5/15	0%	Woulard/Medical Services Director
Orient non-Medical staff on the Sick-Call policies and Schedules that affect them	2/11	5/15	0%	Woulard/DON
Orient the patient population on the Sick-Call protocols and Schedules	2/11	5/15	0%	Woulard/DON
Fully implement Sick-Call process	2/11	5/15	0%	Woulard/DON
MEDICATION DISPENSING				
Determine where medication will be delivered and who is responsible for receiving, verifying order, delivering to unit (s)	2/11	5/15	0%	Mahalik
Establish a license for pharmacy	2/11	5/15	0%	Mahalik
Create a contract for pharmacy supplies	2/11	5/15	0%	Mahalik
Determine Equipment need and setup	2/11	5/15	0%	Mahalik
Determine formulary for API	2/11	5/15	0%	Mahalik
Establish phone lines, phones, scan/fax machines for transmitting medication orders	2/11	5/15	0%	Mahalik



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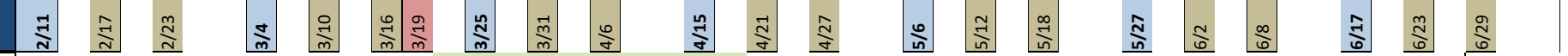
MEDICAL

Medical	Start	End	% Comp	Responsible
Identify medical provider, state, federal license copy on file and signature card at pharmacy	2/11	5/15	0%	Mahalik
Orient/train RN's on the medication protocols and Schedules	2/11	6/10	0%	Mahalik/DON
Develop Pharmacy Policies & Procedures	2/11	5/15	0%	Mahalik
Determine medication dispensing process for nursing stations (ADM)	2/11	4/1	0%	Mahalik/DON
Determine area for medication storage	2/11	4/1	0%	Mahalik
Orient non-Medical staff on the medication protocols and Schedules that affect them (e.g. Clinical, Security, Food Service, Maintenance, etc.)	2/11	6/10	0%	Mahalik/DON
Orient the Patient population on the medication protocols and Schedules	2/11	7/1	0%	Mahalik/DON
Ensure proper prescribing , dispensing and administration of all medications	2/11	5/15	0%	Med Dir
Ensure policies and staff adhere to Department of Public Health and DEA rules and regulations	2/11	5/15	0%	Medical Director
Policies reflect the administration, distribution, receipt and management of medications meets requirements	2/11	5/15	0%	Med Dir/DON
Adhere to Dept. policies regarding accountability for medications, with an emphasis on controlled substances	2/11	5/15	0%	DON
Ensure corrective action necessary to resolve identified deficiencies within thirty (30) days for discharged patients	2/11	5/15	0%	Med Dir/DON
Ensure Patients being discharged get required supply of prescribed medications	2/11	5/15	0%	Medical Director
Fully implement medication process	2/11	5/15	0%	Mahalik/DON

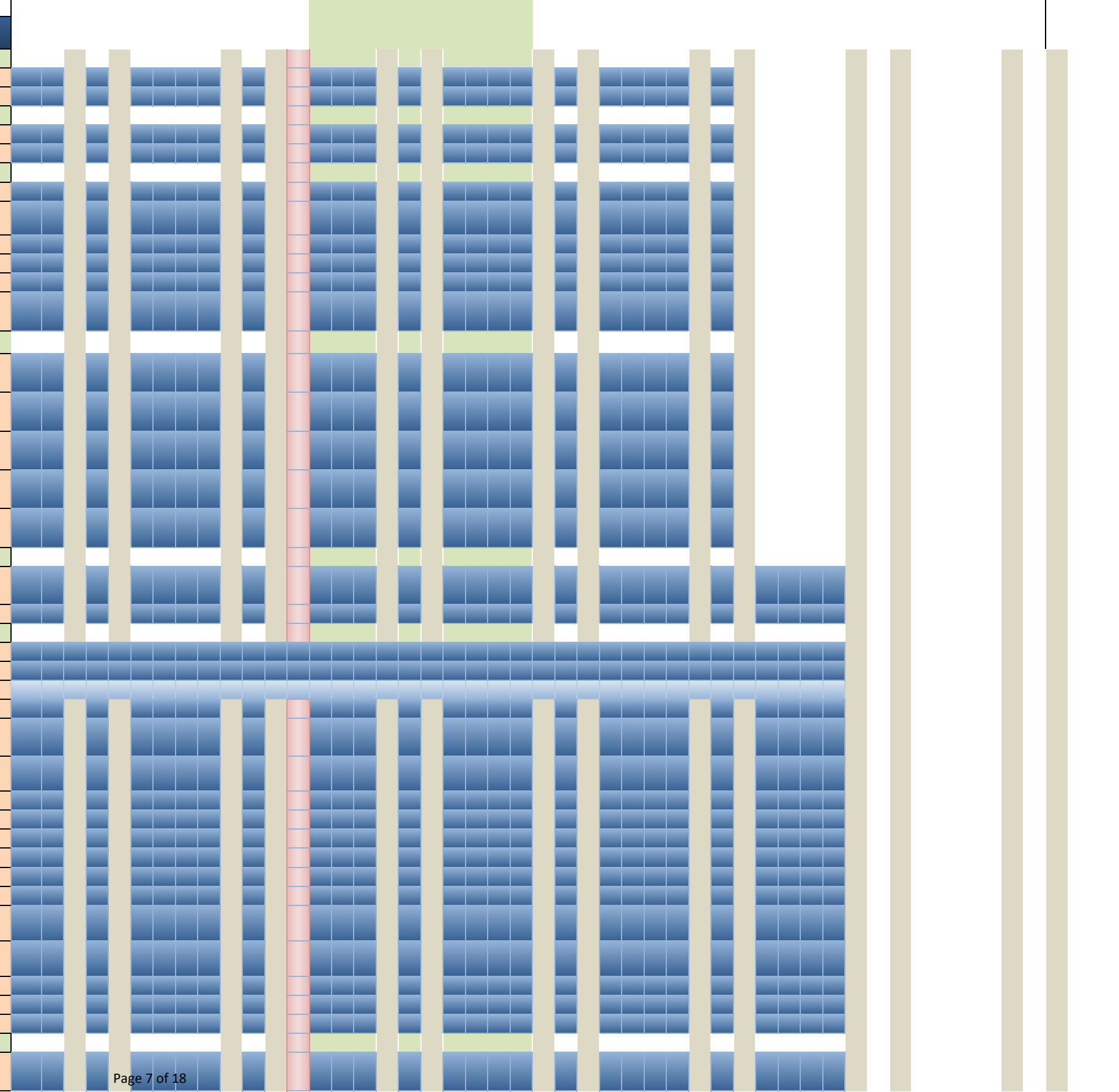
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Alaska Psychiatric Institute

MEDICAL



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INFECTION CONTROL PLAN				
Develop Infection Control Program	2/11	5/15	0%	Woulard
Implement Infection Control Program	2/11	5/15	0%	Woulard
CREATE FALLS REDUCTION PROGRAM				
Create Fall Reduction Program	2/11	5/15	0%	Woulard
Implement Falls Reduction Program	2/11	5/15	0%	Woulard
Mental Health Utilization				
a) Ensure accuracy and consistency among clinicians and Facilities	2/11	5/15	0%	Newkirk
b) Reviews admissions and ongoing hospitalizations to API and the Department of Mental Health	2/11	5/15	0%	Newkirk
c) Reviews seclusions and restraint prevention practices	2/11	5/15	0%	Newkirk
d) Review of involuntary medication use and prevention practices	2/11	5/15	0%	Newkirk
e) Review of psychopharmacology usage and prescriptive practices	2/11	5/15	0%	Newkirk
f) Review of emergency psychiatric services and crisis stabilization and prevention	2/11	5/15	0%	Newkirk
Hospital Utilization Management				
Maintain system including a pre-authorization system for tests, treatments, and referrals	2/11	5/15	0%	Newkirk
Maintain an electronic record on specialty referrals, utilization reviews, appointments, and outcome	2/11	5/15	0%	Newkirk
Track and analyze the time periods required for specialty referral requests and report to Health Services Dept.	2/11	5/15	0%	Woulard
Create and maintain real time data to track Patient no-shows	2/11	5/15	0%	Newkirk
Create and maintain reports that include drug utilization review and statistical information	2/11	5/15	0%	Newkirk
CARE MANAGEMENT & NETWORK DEVELOPMENT				
Negotiate a subcontract with the local hospitals as the primary outpatient and inpatient hospital provider	2/11	6/1	0%	Keldie/Wellpath ND
Create subcontracts for Tertiary Care and Specialized outpatient and diagnostic	2/11	6/1	0%	Keldie/Wellpath ND
Create Mutual Aid Agreements				
Hospital Trauma Center	2/11	6/1	0%	Keldie/Wellpath ND
Coroner's Medical Officer	2/11	6/1	0%	Keldie/Wellpath ND
Develop policies and procedures to address the following:	2/11	6/1	0%	Keldie/Wellpath ND
b) Provide or subcontract for such urgent services at another location	2/11	6/1	0%	Keldie/Wellpath ND
c) Maintain use of telemedicine and medical videoconferencing where appropriate	2/11	6/1	0%	Keldie/Wellpath ND
d) Implement a comprehensive system for transitioning Patients from long term hospitalization back to API	2/11	6/1	0%	Keldie/DON
e) Evaluate and manage the transition needs of long-term care patients at	2/11	6/1	0%	Keldie/DON
f) Implement a system for the discharge of day surgery and short term patients	2/11	6/1	0%	Keldie/DON
g) Maintain appropriate staff to conduct the hospital admission process on a	2/11	6/1	0%	Keldie
h) Insure psychiatry coverage	2/11	6/1	0%	Newkirk/Medical Dir
i) Ensure screening by a physician of all new Patient admissions	2/11	6/1	0%	Keldie
j) Ensure that Personnel conducting the mental health screening are trained	2/11	6/1	0%	Keldie
k) Provide initial health assessments and physical examinations within twenty-four (24) hours of admission	2/11	6/1	0%	Keldie
l) Provide admission baseline studies of Patients who have been readmitted more than ninety (90) days	2/11	6/1	0%	Keldie
n) Provide infection control as a critical element of the dental program	2/11	6/1	0%	Keldie
o) Provide dental supplies, equipment, staffing, laboratory services and oral	2/11	6/1	0%	Keldie
p) Provide daily sick call and physician clinic services	2/11	6/1	0%	Keldie
Create Mutual Aid Agreements (cont.)				
q) Provide emergency medical services twenty-four (24) hours a day, seven (7) days a week	2/11	6/1	0%	Keldie

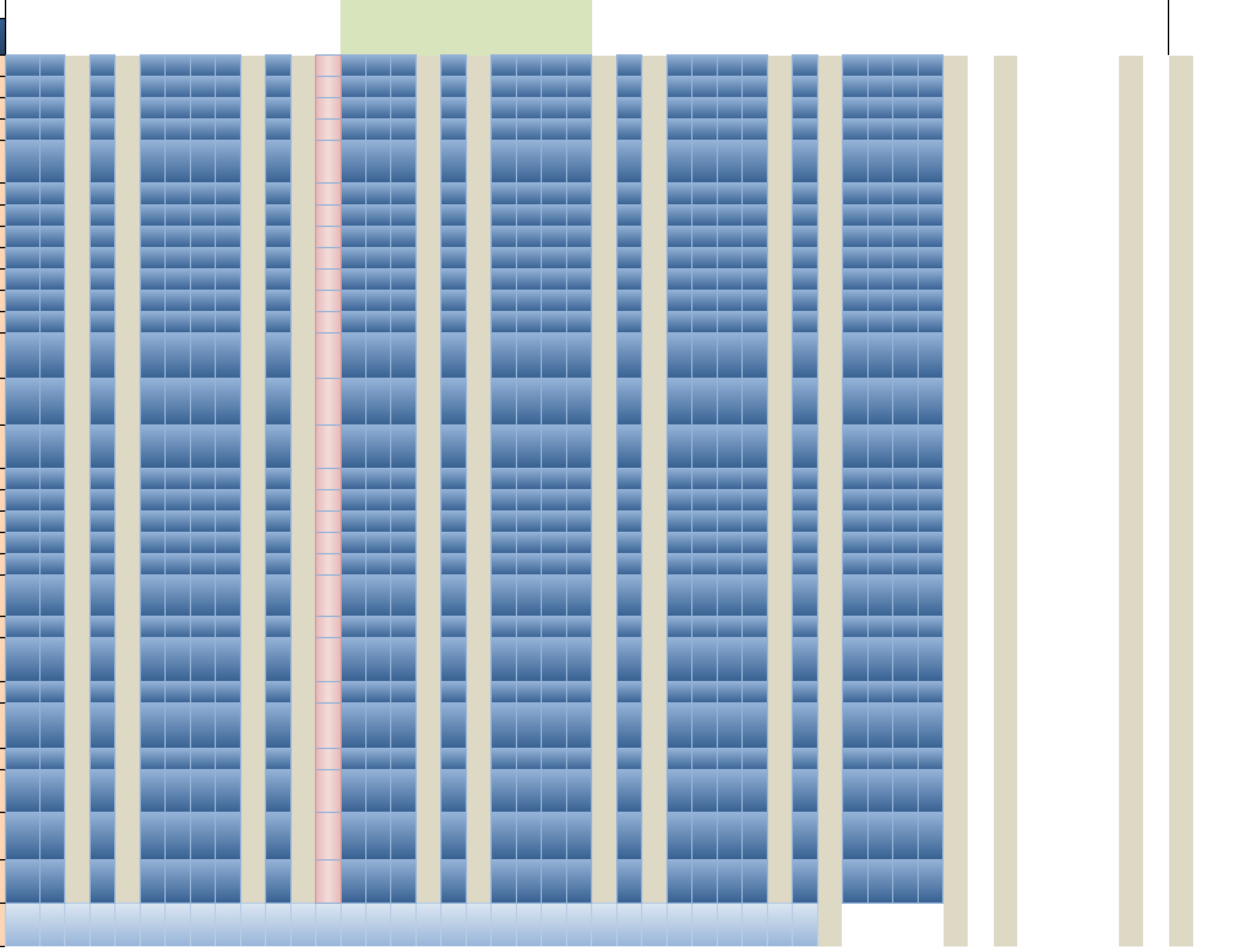


Key Deadlines	Start	End
Transition Period	2/11	7/1
Contract Start Date	2/11	7/1

Alaska Psychiatric Institute																					
Feb	Mar			Apr			May			Jun	Jul										
2/11	2/17	2/23	3/4	3/10	3/16	3/19	3/25	3/31	4/6	4/15	4/21	4/27	5/6	5/12	5/18	5/27	6/2	6/8	6/17	6/23	6/29

MEDICAL

Medical	Start	End	% Comp	Responsible
r) Have medical physician onsite daily	2/11	6/1	0%	Keldie
s) Assess need for infirmary care	2/11	6/1	0%	Keldie
t) Insure access to EKG services	2/11	6/1	0%	Keldie
u) Provide access to x-ray/imaging services	2/11	6/1	0%	Keldie
v) Maintain medical laboratory services, supplies, forms and tests, except that lab work for STD tests	2/11	6/1	0%	Newkirk/DON
w) Establish protocols for all labs related to urine and blood drug testing	2/11	6/1	0%	Keldie/DON
x) Create protocol to transport all specimens	2/11	6/1	0%	Keldie/DON
y) Maintain automated system for reporting the results of laboratory work	2/11	6/1	0%	Keldie/DON
z) Obtain CLIA waivers for all locations providing laboratory services	2/11	6/1	0%	Woulard/DON
bb) Provide all phlebotomy services	2/11	6/1	0%	Woulard/DON
cc) Provide all Supplies and Equipment, blood products, and medications,	2/11	6/1	0%	Woulard/DON
dd) Ensure the availability of specially trained infectious disease counselors for	2/11	6/1	0%	Woulard/DON
ee) provide HIV and communicable disease education for all newly admitted Patients	2/11	6/1	0%	Woulard/DON
ii) Maintain trained clinical staff provide all newly admitted Patients with educational information HCV infection	2/11	6/1	0%	Keldie
jj) Provide a comprehensive program for Hepatitis C infected and non-infected Patients	2/11	6/1	0%	Keldie
kk) Screen all Patients during the initial health assessment for Hepatitis C risk	2/11	6/1	0%	Keldie
ll) Provide Patients who are diagnosed with chronic HCV infection proper	2/11	6/1	0%	Keldie
mm) Submit monthly Hepatitis C related data to the Health Services Division	2/11	6/1	0%	Keldie
nn) Develop a comprehensive health care treatment plan for chronic illnesses	2/11	6/1	0%	Keldie
oo) Ensure existing chronic disease management program	2/11	6/1	0%	Keldie
pp) Provide additional Outpatient Specialty Clinics or an alternative specialty clinician	2/11	6/1	0%	Keldie
rr) Provide Podiatry Services and medically necessary footwear	2/11	6/1	0%	Keldie
ss) Provide Therapeutic Diets developed by Registered Dieticians and in compliance with (ADA)	2/11	6/1	0%	Woulard/DON
uu) Determine protocol for patient use of health care proxies	2/11	6/1	0%	Keldie
vv) Provide employees with an occupational health and education program and educational material	2/11	6/1	0%	Keldie/ MED
ww) Offer tuberculosis testing, Influenza and Hepatitis B inoculations and other	2/11	6/1	0%	Keldie
xx) Provide emergency medical care for all Personnel and Department employees	2/11	6/1	0%	Keldie
yy) Provide emergency medical care to all visitors and any other persons on site	2/11	6/1	0%	Keldie
zz) Responsibility for any routine health care for Personnel, Department employees, visitors, or persons on site	2/11	6/1	0%	Keldie
Develop policies in accordance with DHSS regulations to report the death of a API Patient	2/11	5/15	0%	Keldie/Newkirk



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HUMAN RESOURCES

Human Resources	Start	End	% Comp	Responsible
STAFF RECRUITMENT/Employment PLAN				
Create Position Descriptions in accordance with DHSS/State/Licensing Rules and regs.	2/11	3/15	0%	Lackey
Identify Corporate and facility representatives who will serve as interviewers for the various disciplines	2/11	3/15	0%	Lackey
Coordinate posting of job positions with the labor unions	2/11	3/15	0%	Lackey
Place job postings in Wellpath system, employment advertisements in local and national media	2/11	3/15	0%	Lackey
Obtain list and follow up with the former API facility employees and invite to apply	2/11	3/15	0%	Lackey
Initiate recruitment efforts for key positions	2/7	On-going	0%	Lackey
Finalize leadership team for the facility	2/11	5/30	0%	Lackey
Finalize staffing plan for shift assignments	2/11	6/10	0%	Lackey
Provide employees with employee handbook	2/11	On-going	0%	Lackey
Create comprehensive on-boarding policy and protocol for all newly hired employees including contractors	2/11	3/15	0%	Lackey
Arrange for fingerprinting of acceptable candidates	2/11	On-going	0%	Lackey
Obtain employees' photo and create ID cards	2/11	On-going	0%	Lackey
Ensure all staff required to have approved privileges have been properly credentialed and primary source verification	2/11	On-going	0%	Lackey
Ensure background and criminal history checks are completed and placed in personnel file	2/11	On-going	0%	Lackey
Arrange for Employee pre-employment Physical Exam, Background Checks, Drug Screening	2/11	On-going	0%	Lackey
Design employee education and training program	2/11	4/1	0%	Leydon
Provide annual flu vaccination for all staff and patients	2/11	On-going	0%	Lackey
Create and Review New Employee Employment Policies and edit as required	2/11	On-going	0%	Lackey
Conduct Drivers license record check on all employees considered as drivers of	2/11	On-going	0%	Lackey
Provide training to all staff on policies, procedures, forms .	2/11	On-going	0%	Lackey
Orient/train the appropriate staff on the use of all WRS forms, documents, etc.	2/11	On-going	0%	Lackey
Complete initial process credentialing and privileging for licensed practitioners	2/11	On-going	0%	Lackey
Identify and employ qualified staff from state	2/11	3/15	0%	Lackey
Finalize all agreements with contract staff	2/11	5/1	0%	Lackey
Create personnel file for each new employee	2/11	On-going	0%	Lackey
Ensure all employees have completed pre-employment Screening processes per WRS and state requirements	2/11	On-going	0%	Lackey
Conduct PPD testing for all employees as required by state rules and regulations	2/11	On-going	0%	Lackey
Recruit, interview and hire existing API employees	2/11	4/15	0%	Lackey
Identify temporary housing for transitional staff	2/11	2/25	0%	Lackey
STAFFING AND PERSONNEL REQUIREMENTS				
Recruit and retain employees including independent contractors	2/11	On-going	0%	Adamson
Policies will reflect that all Personnel review their job descriptions on an annual basis	2/11	On-going	0%	Adamson
JOB FAIRS				
Set-up Job Fairs to recruit employees to include:	2/11	3/1	0%	Adamson
a) Job Fair Budget and Wellpath Corporate VP approval	2/11	3/1	0%	Adamson
b) Confirm Job Fair(s) site	2/11	3/1	0%	Adamson
c) Establish dates and times for Job Fair	2/11	3/1	0%	Adamson
d) Develop Schedule for all Staff Conducting Interviews	2/11	3/1	0%	Adamson
Ensure that the Job Fair Staging Plan has enough interviewers and support staff	2/11	3/1	0%	Adamson
Ensure that all required Wellpath employment forms are available and delivered to the Job Fair site	2/11	3/1	0%	Adamson

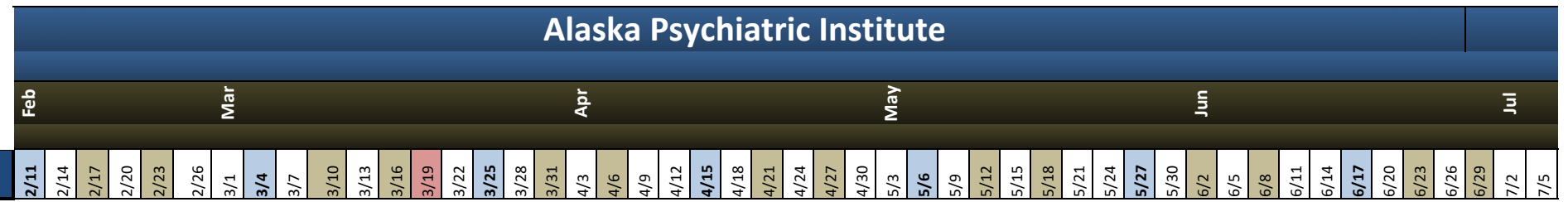
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HUMAN RESOURCES

Human Resources	Start	End	% Comp	Responsible
Conduct Job Fairs over one week period including weekends	2/11	4/1	0%	Adamson
Ensure and maintain security and background clearance prior to provision of Services	2/11	6/10	0%	Adamson
Send all required Wellpath employment forms and hiring decisions to home office for processing, final action & offer letters	2/11	On-going	0%	Adamson
NEW EMPLOYEE ORIENTATION				
Create Initial orientation and training curriculum for all employees: (40 Hours)	2/11	On-going	0%	Leydon
Implement new employee orientation	2/11	On-going	0%	Leydon
a) Welcome to the Facility - Orientation	2/11	On-going	0%	Leydon
b) Risk Management & Corporate Compliance	2/11	On-going	0%	Leydon
c) Overview of Facility Operations	2/11	On-going	0%	Leydon
d)Trauma Informed Care Education	2/11	On-going	0%	Leydon
e) Fire and Safety	2/11	On-going	0%	Leydon
f) Code of Ethics and Standard of Conduct	2/11	On-going	0%	Leydon
g)Mental Illness Overview	2/11	On-going	0%	Leydon
h) Suicide Prevention and Intervention	2/11	On-going	0%	Leydon
i) Cultural diversity training	2/11	On-going	0%	Leydon
j) HIPAA Privacy Training	2/11	On-going	0%	Leydon
k) Incident Reporting	2/11	On-going	0%	Leydon
l) Suicide Prevention and Intervention	2/11	On-going	0%	Leydon
m) MANDT Training	2/11	On-going	0%	Leydon
o) CPR/First Aid	2/11	On-going	0%	Leydon
Orient and Train Facility Management on Uniform Identity Manual & policies	2/11	On-going	0%	Leydon
Conduct orientation for all contract employees	2/11	On-going	0%	Leydon
Begin on-site site specific orientation and familiarization with facility assignments	2/11	On-going	0%	Leydon
DESIGN ON-GOING STAFF EDUCATION AND DEVELOPMENT PLAN				
Develop and implement a comprehensive staff education, training for correctional staff, and Patient health education.	2/11	On-going	0%	Lackey
Create continuing education plan for licensed independent practitioners (CMEs, CEUs, etc.)	2/11	5/15	0%	Lackey
Create Policy for Employee Appreciation and Recognition Team	2/11	On-going	0%	Lackey
Implement Employee Appreciation and Recognition Team	2/11	On-going	0%	Lackey
Ensure annual staff training on a Fiscal Year basis including best practices and evidence based treatments	2/11	On-going	0%	Lackey
a) Create annual mandatory staff development and education plan	2/11	On-going	0%	Lackey
b) Ensure annual employee training programs conforms with state licensing rules and standards	2/11	On-going	0%	Lackey
c) Ensure training on job specific core competencies Basic Job Competencies	2/11	On-going	0%	Lackey
d) Identify and Assign of Core Training Requirements	2/11	On-going	0%	Lackey
e) Identify and assign Specialty Training Requirements	2/11	On-going	0%	Lackey
f) Ensure full compliance with Minimum Training Requirements by establishing a monitoring system	2/11	On-going	0%	Lackey
Incorporate and maintain provisions/policy for a Prevention and Elimination of Workplace Violence.	2/11	On-going	0%	Lackey
Implement Proficiency testing and return demonstration for nursing staff through competency assessments	2/11	On-going	0%	Lackey
Provide and maintain curriculum and the presentation of orientation and in-service training to contractors	2/11	On-going	0%	Lackey
Review TJC HAP and CMS guidelines with appropriate staff	2/11	On-going	0%	Lackey
Ensure that a sufficient number of Personnel are bilingual to meet the needs of the patients served	2/11	On-going	0%	Lackey
SCHEDULES				
Create working schedules and times for all employees	2/20	On-going	0%	HR MANAGER
LICENSURE, CREDENTIALING, AND QUALIFICATIONS				
Ensure credentialing required by the regulations of the Board of Registration in Medicine	2/11	On-going	0%	Lackey
Ensure all primary care, specialty care physicians and psychiatrists shall have the minimum qualifications	2/11	On-going	0%	Lackey

Key Deadlines	Start	End
Transition Period	2/11	7/1
Contract Start Date	2/11	7/1



HUMAN RESOURCES

Human Resources	Start	End	% Comp	Responsible
Ensure Physicians retained on a per diem or locum tenens basis shall have the minimum qualifications	2/11	On-going	0%	Lackey
Submit credentialing and privileging request to Governing Body for review and approval prior to granting privileges	2/11	On-going	0%	Lackey

Key Deadlines	Start	End
Transition Period	2/11	7/1
Contract Start Date	2/11	7/1

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SAFETY

Safety	Start	End	% Comp	Responsible
LICENSES & CERTIFICATES: Safety and Safety				
FF&E				
Identify Safety Equipment Needs	2/11	4/1	0%	Royal
Determine need for emergency duress equipment for employees	2/11	4/1	0%	Royal
Closed circuit TV system	2/11	4/1	0%	Royal
VEHICLES If not provided by API				
Identify Number of vehicles to meet facility needs	2/11	3/11	0%	Royal
Determine need for # and type of vehicles including a maintenance vehicle	2/11	3/11	0%	Royal
Register & obtain license plates for vehicles	2/11	6/30	0%	Royal
Order Fuel/Maintenance Cards for vehicles	2/11	6/30	0%	Royal
Notify fuel/maintenance services vendor of the new mailing address	2/11	6/30	0%	Royal
Order vehicles	2/11	3/11	0%	Royal
Place license plates on vehicles	2/11	6/30	0%	Royal
Assemble & place plastic folders in each vehicle with the registration; proof of insurance documents	2/11	6/30	0%	Royal
Add code number onto the front & rear bumper of each vehicle	2/11	6/30	0%	Royal
Create Maintenance & Preventative Maintenance Plan for the fleet	2/11	6/30	0%	Royal
TWO-WAY RADIO SYSTEM				
Evaluate current two way radio system at API	2/11	2/25	0%	Royal
Determine number of radios that need to be purchased	2/11	2/25	0%	Royal
Create Radio Sign Out/In protocols and documents log books or forms	2/11	6/1	0%	Royal
Obtain a Federal Communication Commission (FCC) license for the radio system	2/11	6/1	0%	Royal
Inspect the radio system components to insure that everything has been delivered and is in working order	2/11	6/1	0%	Royal
Program the radios	2/11	6/1	0%	Royal
Etch ID numbers on each radio & create a Radio Equipment Inventory	2/11	6/1	0%	Royal
Install the base stations, repeaters & antennas and ensure that the system is working appropriately	2/11	6/1	0%	Royal
Train staff on Radio Procedures	2/11	6/1	0%	Royal
LOCK SHOP				
Establish Lock Shop protocols (e.g. tool control, WORK ORDER system, KEY SIGN OUT/IN procedures, etc.)	2/11	5/1	0%	Royal
Establish Lock Shop forms/files and recordkeeping processes	2/11	5/1	0%	Royal
Conduct regular walk through inspections (Quest)of the API site to verify progress and adherence to operational specifications	2/11	5/1	0%	Royal
POLICIES & PROCEDURES:				
Create new Safety Policies & Procedures (P&P)	2/11	5/15	0%	Royal
Create New Daily Job Assignments	2/11	5/15	0%	Royal
Establish Building Schedule (e.g. wake-up; meals; programming etc.)	2/11	5/15	0%	Royal
Orient or train the appropriate staff on P&Ps	2/11	5/15	0%	Royal
Orient or train the appropriate staff on assignments	2/11	5/15	0%	Royal
Evaluate new facility and establish safety protocols and assignments	2/11	5/15	0%	Royal
MUTUAL AID AGREEMENTS				
Create Mutual Aid Agreements	2/11	5/1	0%	Royal
a) Local law enforcement agency that has the jurisdiction where the facility is located	2/11	5/1	0%	Royal
b) Fire/Rescue Department	2/11	5/1	0%	Royal
d) Ambulance/EMT (to include Medivac agency if available and/or necessary)	2/11	5/1	0%	Royal

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SAFETY

Safety	Start	End	% Comp	Responsible
EMERGENCY PLANS				
Schedule an on-site meeting with local criminal justice agencies and emergency response agencies to explain the mission of the facility and provide tours (e.g. Sheriff's Department, State Police, City Police; DHSS, Fire/Rescue, Ambulance)	2/11	On-going	0%	Royal
Create and implement emergency codes for: incidents, fires, weather, medical emergencies, bomb threats, etc.	2/11	On-going	0%	Royal
Conduct quarterly drills for emergency codes on all shifts	2/11	On-going	0%	Royal
Create Emergency Preparedness Plan and Incident Command Center	2/11	On-going	0%	Royal
SPECIALIZED STAFF TRAINING				
Orient/train staff on Central Control protocols	2/11	5/15	0%	Royal
Orient/train the appropriate Safety personnel on proper protocols for entrance procedures	2/11	5/15	0%	Royal
Create Key Control Policy & Procedure (P&P)	2/11	5/15	0%	Royal
Build fixed key rings	2/11	5/15	0%	Royal
Ensure staff have the appropriate keys to do their job	2/11	5/15	0%	Royal
Build, test and deploy Emergency Keys	2/11	5/15	0%	Royal
Orient/train personnel on Key Watcher	2/11	5/15	0%	Royal
TRANSPORTATION				
Develop Policies & Procedures (P&Ps) to ensure they are site-specific Modify as required	2/11	5/15	0%	Royal
Obtain cell phones for Transportation Department	2/11	5/15	0%	Royal
Ensure that the Transportation Staff procedure is completed and a Transport Post notebook is available for each vehicle	2/11	5/15	0%	Royal
Orient and train Safety Staff on the transport protocols	2/11	5/15	0%	Royal
FACILITY SAFETY REVIEW				
Conduct thorough contraband search of all secure patient common areas to include:	2/11	7/1	0%	Royal
a) Patient areas	2/11	7/1	0%	Royal
b) Recreation yards	2/11	7/1	0%	Royal
c) Medical/Infirmiry areas (i.e. exam rooms, infirmiry rooms and/or open bays, patient restrooms, etc.)	2/11	7/1	0%	Royal
d) Class rooms	2/11	7/1	0%	Royal
e) patient holding areas	2/11	7/1	0%	Royal
f) Kitchen areas	2/11	7/1	0%	Royal
g) Train the staff on Service Deliveries Protocol	2/11	7/1	0%	Royal
h) Identify and lably hazardous material storage areas	2/11	7/1	0%	Royal
SAFETY MONITOR SYSTEM CHECKS				
Check the following components of the Closed Circuit TV (CCTV) system to see if they are operational and functioning as designed:	2/11	4/15	0%	Royal
a) Check the view from every CCTV camera to verify it is working and provides the desired view (re-adjust as required)	2/11	4/15	0%	Royal
b) Check the digital recorder to ensure that it is functional and provides at a minimum of thirty (30) of recording capability	2/11	4/15	0%	Royal
Train the appropriate safety supervisory personnel and line staff on the alarm check protocols and patient safeguards	2/11	4/15	0%	Royal
Emergency Response				
Emergency response in the event of an unexpected inability (insurrection, demonstration, hostage situation)	2/11	5/1	0%	Royal
AMBULANCE/DEPARTMENT TRANSPORT				
Maintain all expenses associated with emergency and medically necessary transport by ambulance	2/11	5/1	0%	Royal
Create and maintain inter-hospital ambulance transport with the hospitals	2/11	5/1	0%	Royal
Coordinate with staff for all transport and maintain staff awareness of all ambulance transport	2/11	5/1	0%	Royal

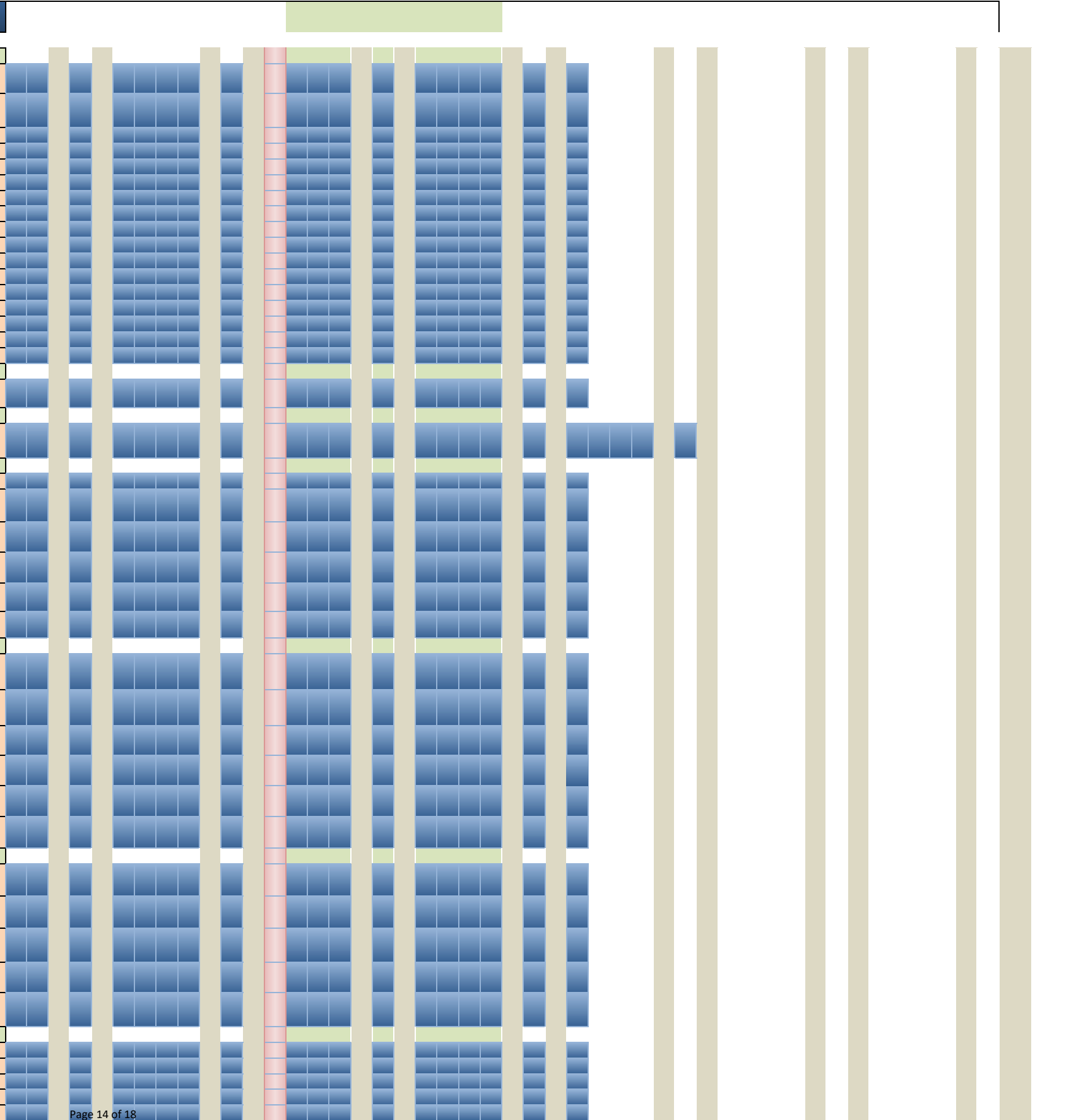
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BUSINESS SERVICES

Business Services	Start	End	% Comp	Responsible
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Business Services	Start	End	% Comp	Responsible
BUSINESS OFFICE SET-UP				
Create business supply management protocols to include appropriate bench stock levels, inventory management, re-ordering, supply requests/deliveries, etc.	2/11	5/1	0%	Watson
Orient/train all appropriate management/supervisory personnel on the Kronos system and their responsibilities to manage the system	2/11	5/1	0%	Watson
Orient/train all non-management/supervisory staff on the Kronos system	2/11	5/1	0%	Watson
Systems Access (GP/MR)	2/11	5/1	0%	Watson
Train BM & Accounting Staff on Accounting Systems	2/11	5/1	0%	Watson
Determine all necessary WRS forms and records necessary to conduct normal business operations	2/11	5/1	0%	Watson
Provide instruction to all required staff regarding the completion of all WRS business related forms	2/11	5/1	0%	Watson
Orient all staff on the Office Supplies protocols	2/11	5/1	0%	Watson
List all legally required notices individually by title and form number (i.e., APIA; Dept. of Labor; etc.)	2/11	5/1	0%	Watson
Financial Reporting to API per RFS	2/11	5/1	0%	Watson
Forms:	2/11	5/1	0%	Watson
a) Compile file with appropriate forms	2/11	5/1	0%	Watson
b) Order Patient Property Form in triplicate	2/11	5/1	0%	Watson
c) Order Grievance form	2/11	5/1	0%	Watson
d) Mileage Reimbursement, patient Activity Report, Revenue Identification Form	2/11	5/1	0%	Watson
Ensure all contracts and agreements are in Novatus	2/11	5/1	0%	Watson
Create processes to evaluate all contracted services on annual basis	2/11	5/1	0%	Watson
LICENSES & CERTIFICATES				
Identify required licenses	2/11	5/1	0%	Watson
POLICIES & PROCEDURES (P&P)				
Create Business Office P&Ps	2/11	5/15	0%	Watson
BANKING ISSUES				
Notify Bank of address	2/11	5/1	0%	Watson
Complete the following banking related transactions	2/11	5/1	0%	Watson
a) Open Checking account for emergency expenditures during transition period	2/11	5/1	0%	Watson
b) Order and obtain Petty Cash checks	2/11	5/1	0%	Watson
e) Verify Bank Signature Cards	2/11	5/1	0%	Watson
g) Order P-Cards	2/11	5/1	0%	Watson
INSURANCE				
Submit Leased Vehicle information to carrier	2/11	5/1	0%	Watson
Submit Building/Contents Values to carrier	2/11	5/1	0%	Watson
Obtain coverage for General Liability, PL, Content, etc.	2/11	5/1	0%	Watson
Ensure all insurance requirements required per contract are in place by 7/1/19	2/11	5/1	0%	Watson
a) Auto Insurance	2/11	5/1	0%	Watson
b) Building Insurance	2/11	5/1	0%	Watson
LICENSES & CERTIFICATES				
Verify that the following applications, licenses and certificates are processed	2/11	5/1	0%	Watson
a) Business Permit	2/11	5/1	0%	Watson
b) Food and Beverage Permit	2/11	5/1	0%	Watson
c) Dept. of Health - Kitchen Certificate/Inspection	2/11	5/1	0%	Watson
d) Fire Marshal Inspection	2/11	5/1	0%	Watson
Pass Through to DHSS				
Establish protocol for pass through expenses to DHSS for the following items	2/11	5/1	0%	Watson
Utility	2/11	5/1	0%	Watson
a) Electric	2/11	5/1	0%	Watson
b) Water	2/11	5/1	0%	Watson
c) Gas	2/11	5/1	0%	Watson

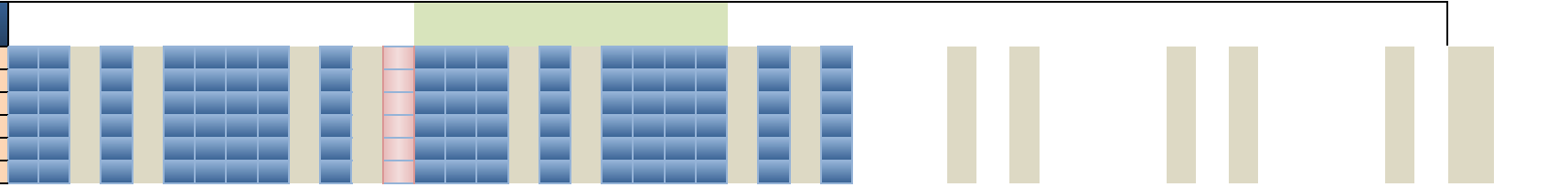


Key Deadlines	Start	End
Transition Period	2/11	7/1
Contract Start Date	2/11	7/1

Alaska Psychiatric Institute																																																
Feb				Mar				Apr				May				Jun				Jul																												
2/11	2/14	2/17	2/20	2/23	2/26	3/1	3/4	3/7	3/10	3/13	3/16	3/19	3/22	3/25	3/28	3/31	4/3	4/6	4/9	4/12	4/15	4/18	4/21	4/24	4/27	4/30	5/3	5/6	5/9	5/12	5/15	5/18	5/21	5/24	5/27	5/30	6/2	6/5	6/8	6/11	6/14	6/17	6/20	6/23	6/26	6/29	7/2	7/5

BUSINESS SERVICES

Business Services	Start	End	% Comp	Responsible
d) Cable TV	2/11	5/1	0%	Watson
e) Telephone Service (Facility)-NTS & Phone Guy	2/11	5/1	0%	Watson
f) Telephone Service (patient)	2/11	5/1	0%	Watson
g) Cell Phones	2/11	5/1	0%	Watson
h) Satellite Phones	2/11	5/1	0%	Watson
i) Garbage/Sanititation	2/11	5/1	0%	Watson

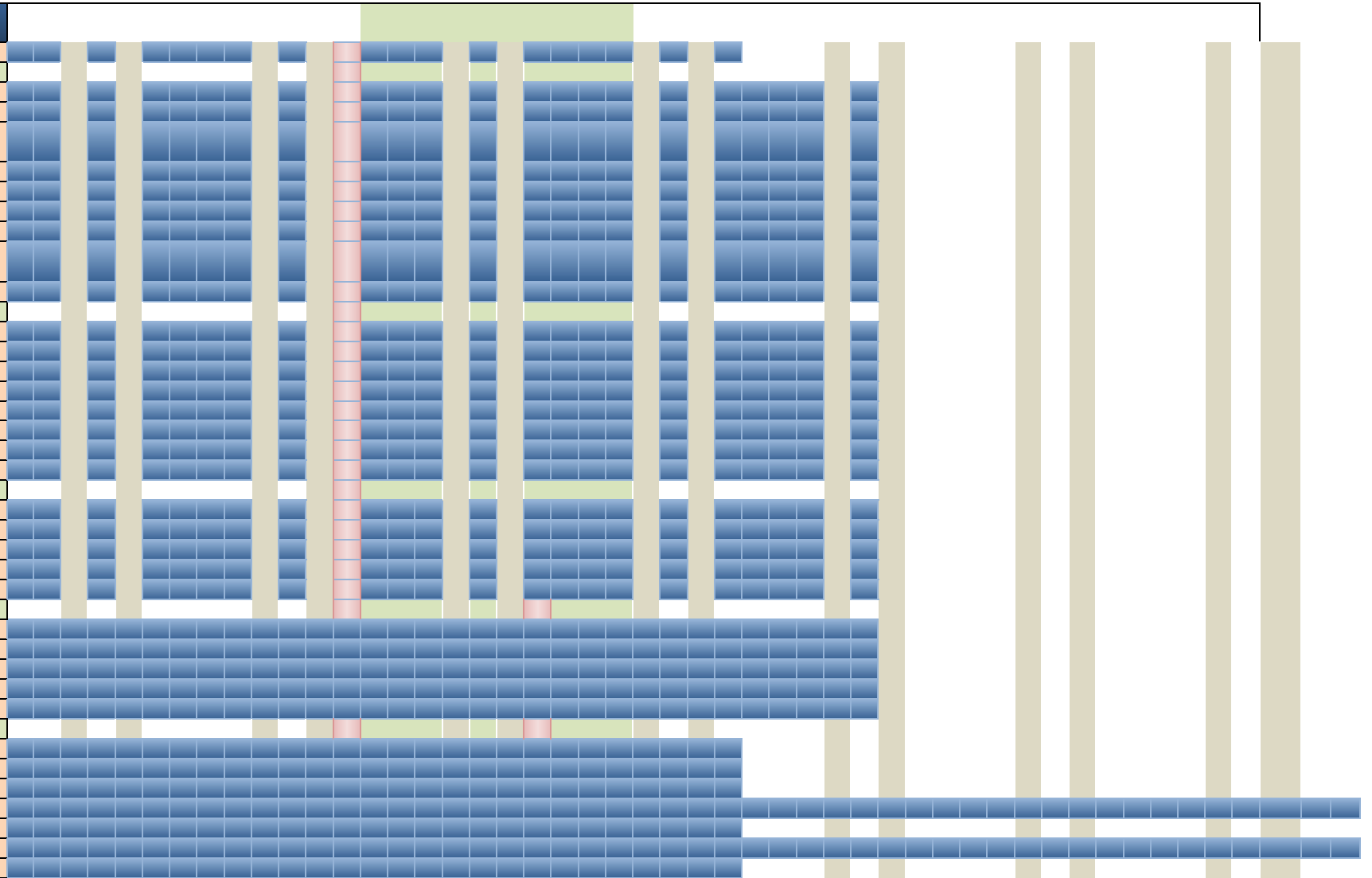


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Alaska Psychiatric Institute																																																
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BUSINESS SERVICES

Business Services	Start	End	% Comp	Responsible
Notify the utility companies of the mailing address and contact phone numbers	2/11	5/1	0%	Watson
MAIL ROOM				
Obtain mailing address from the Post Office or notify them of the new location of the facility	2/11	5/15	0%	Watson
Set up Stamps. Com account	2/11	5/15	0%	Watson
Establish Administrative Mail protocols, policies to include receipt, sorting, inspection, refusal/return practices, delivery etc.	2/11	5/15	0%	Watson
Establish patient Mail protocols to include receipt, sorting, inspection, refusal/return practices, delivery etc.	2/11	5/15	0%	Watson
Physically set-up Mail Room to support the Administrative and patient mail handling processes	2/11	5/15	0%	Watson
Orient/train patient Mail Room staff on the Mail Room protocols	2/11	5/15	0%	Watson
Orient/train the appropriate staff on their responsibilities pertaining to patient Mail delivery	2/11	5/15	0%	Watson
Publish patient Mail Rules & Regulations to educate the patients and inform those individuals who will be sending mail to the patients	2/11	5/15	0%	Watson
Orient/train patient population on the patient Mail protocols	2/11	5/15	0%	Watson
INVENTORY ORDERS				
Patient Hygiene	2/11	5/15	0%	Watson
Patient Clothing	2/11	5/15	0%	Watson
Linens(Bedding, Towels, etc.)	2/11	5/15	0%	Watson
Laundry Supplies	2/11	5/15	0%	Watson
Cleaning (Determine Vendor)	2/11	5/15	0%	Watson
Food Service	2/11	5/15	0%	Watson
Medical Supplies	2/11	5/15	0%	Watson
Pharmacy	2/11	5/15	0%	Watson
CANTEEN SERVICES				
Identify Canteen Vendor	2/11	5/15	0%	Watson
Determine Requirements to implement mail order Canteen Services	2/11	5/15	0%	Watson
Finalize contract with Canteen Vendor	2/11	5/15	0%	Watson
Determine Process for patient Canteen	2/11	5/15	0%	Watson
Implement Canteen Process	2/11	5/15	0%	Watson
CANTEEN SERVICES				
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Determine Requirements to implement mail order Canteen Services	2/11	5/15	0%	Watson
Finalize contract with Canteen Vendor	2/11	5/15	0%	Watson
Determine Process for patient Canteen	2/11	5/15	0%	Watson
Implement Canteen Process	2/11	5/15	0%	Watson
UNIFORMS				
Notify uniform vendor to prepare for bulk order	2/11	5/1	0%	Watson
Determine how many uniforms will require patches and place order	2/11	5/1	0%	Watson
Gather sizing from all new employees who will be uniformed personnel	2/11	5/1	0%	Watson
Place order for new uniforms with uniform vendor	2/11	On-going	0%	Watson
Determine number of uniforms to be provided to each employee	2/11	5/1	0%	Watson
Distribute new uniforms to staff	2/11	On-going	0%	Watson
Distribute Uniform Identity Manual to Management Staff and Business Dept.	2/11	5/1	0%	Watson



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FACILITY OPERATIONS				
Facility Operations	Start	End	% Comp	Responsible
Ensure utility management policies and protocols are in place	2/11	5/1	0%	Miller
Ensure FF&E and supplies are in place	2/11	5/1	0%	Watson
Create Space Utilization Plan	2/11	5/1	0%	Miller
Review and evaluate all emergency operation plans and systems	2/11	5/1	0%	Miller
Evaluate and monitor compliance with EOC and Emergency Operations Plans	2/11	5/1	0%	Miller
Evaluate and Implement Preventative Maintenance and Capital Investment Program (i.e., EAM) if needed	2/11	5/1	0%	Miller
EMERGENCY PLANS				
Review the Facility Emergency Plan	2/11	5/1	0%	Miller
Create the Facility Emergency Preparedness Plan	2/11	5/1	0%	Miller
Create Incident Command Policy and Protocols with DHSS	2/11	5/1	0%	Miller
Educate and train staff in Emergency Preparedness	2/11	5/1	0%	Miller
Ensure that there is a set of "As Built Plans" with all utility shut-off locations clearly marked available in the Maintenance Shop	2/11	5/1	0%	Miller
Ensure that all key personnel are aware of the emergency utility shut-off controls throughout the facility	2/11	5/1	0%	Miller
Orient/train personnel on emergency responses that pertain to them in the new facility	2/11	5/1	0%	Miller
PREVENTATIVE MAINTENANCE - Clarify responsibilities				
Work with DHSS to determine is a Preventative Maintenance Plan for facility FF&E based on OEM standards in the Wellpath Enterprise Management System (EMS) to maintain the physical center in compliance with all federal, state, and local safety and fire codes. Execute maintenance contracts as needed with certified vendors including for the following systems:	2/11	5/1	0%	Miller
a) Emergency Power System (Emergency Generator & Automatic Transfer Switches)	2/11	5/1	0%	Miller
b) Fire Sprinkler System	2/11	5/1	0%	Miller
c) Fire Alarm System and related components	2/11	5/1	0%	Miller
d) Fire Extinguishers	2/11	5/1	0%	Miller
e) Kitchen Hood(s)	2/11	5/1	0%	Miller
MAJOR OPERATING SYSTEMS EVALUATION				
Conduct physical tests of all major physical plant systems to ensure that they are working appropriately:	2/11	4/15	0%	Miller
a) HVAC & Chillers	2/11	4/15	0%	Miller
b) Water & Sewer	2/11	4/15	0%	Miller
c) Boilers	2/11	4/15	0%	Miller
d) Emergency Power System	2/11	4/15	0%	Miller
e) Fire Alarm System	2/11	4/15	0%	Miller
f) Fire Sprinkler System	2/11	4/15	0%	Miller
h) Food Service test fire suppressing system	2/11	4/15	0%	Miller
i) CCTV system to include all Monitors, cameras and recording component	2/11	4/15	0%	Miller
Review with Facility owner and document any existing warranties. Document existing and new warranties in the Wellpath EMS.	2/11	4/15	0%	Miller
FIRE MARSHAL INSPECTION/APPROVALS -				
Prepare a cut sheet book of all FF&E for Fire Marshall approval	2/11	5/10	0%	Miller
Obtain Fire Marshall approval of FF&E	2/11	5/10	0%	Miller
Obtain Fire Marshall's approval of the over-all facility	2/11	5/10	0%	Miller
Notify Fire Marshall for Occupancy Permit	2/11	5/10	0%	Miller
Obtain Fire Marshall approval of emergency fire exit plans and refuge areas	2/11	5/10	0%	Miller
ENVIRONMENT OF CARE - FACILITY OPERATIONS PROGRAM				
Implement the Wellpath EMS including a fixed asset inventory with serial number of all equipment and related preventative maintenance requirements including:	2/11	5/15	0%	Miller
a) all Facility Owner equipment	2/11	5/15	0%	Miller
b) all building systems	2/11	5/15	0%	Miller
c) all security electronics	2/11	5/15	0%	Miller
d) all kitchen equipment	2/11	5/15	0%	Miller
g) Create contract with vendor for Medical Equipment testing in accordance with TJC	2/11	5/15	0%	Miller
e) Create inventory of all equipment with DHSS	2/11	5/15	0%	Miller
ENVIRONMENT OF CARE - FACILITY SERVICES PROGRAM				
Develop a Housekeeping Contract	2/11	5/1	0%	Miller
Develop Landscaping/Groundskeeping Contract	2/11	5/1	0%	Miller
Develop Pest Control Contract	2/11	5/1	0%	Miller
Develop Laundry Services Contract	2/11	5/1	0%	Miller
FOOD SERVICE				
Create and publish a formal Food Supply Delivery Protocols document to include Schedules for deliveries	2/11	5/1	0%	Devine
Evaluate equipment and smallwares for food service operations	2/11	5/1	0%	Devine
Purchase necessary FF&E and smallwares	2/11	5/1	0%	Devine
Create contracts with food suppliers	2/11	5/1	0%	Devine
Determine feasibility for employee cafeteria	2/11	5/1	0%	Devine
Create schedules for all food services staff	2/11	5/1	0%	Devine
Create policies and procedures for food services operations	2/11	5/1	0%	Devine
Create policies for special diets	2/11	5/1	0%	Devine
CONTINUOUS QUALITY IMPROVEMENT				
Ensure Maintenance, Repair, and Replacement of Medically Prescribed Devices and annual inspections of all devices	2/11	2/26	0%	Miller

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Alaska Psychiatric Institute

INFORMATION TECHNOLOGY				
Information Technology	Start	End	% Comp	Responsible
Evaluate IT technology systems throughout existing facility	2/11	5/20	0%	Martin
Determine IT needs, hardware and equipment systems that need to be purchased and installed	2/11	5/20	0%	Martin
Identify and install Kronos timeclocks	2/11	5/20	0%	Martin
Evaluate current wireless network system	2/11	5/20	0%	Martin
Evaluate computer needs for staff	2/11	5/20	0%	Martin
Determine number of printer and copiers necessary and location	2/11	5/20	0%	Martin
Evaluate telephone and switchboard system	2/11	5/20	0%	Martin
Implement PAMM technology	2/11	5/20	0%	Martin
Evaluate current closed-circuit tv system and make necessary improvements	2/11	5/20	0%	Martin
Evaluate current patient telephone systems	2/11	5/20	0%	Martin
Ensure users have appropriate licenses for necessary software	2/11	5/20	0%	Martin
Evaluate current electronic health record and ensure interfaces with food services, lab services, pharmacy, billing, and other as related	2/11	5/20	0%	Martin
Identify locations and install ADM machines	2/11	5/20	0%	Martin

