

CHW Grant Implementation Plan Template

Clinics participating in the community health worker (CHW) grant are expected to submit an implementation plan by January 2, 2023. A plan should also be completed whenever a staffing change occurs to provide key staff information and onboarding plans for CHWs hired.

Clinics may use their own format and letterhead, but they must include all of the following components.

Key Staff

CHW Supervisor	Grant Manager
Name:	Name:
Phone:	Phone:
Email:	Email:

Early Relational Health CHW	K12 Mental Health CHW
Name:	Name:
Phone:	Phone:
Email:	Email:
Start Date:	Start Date:

Community Health Worker Hiring Plan

- Recruitment plan (where job posting was shared, strategy for promoting position, etc.)
- Status of recruitment process
- Status of hiring
- Attached job description and/or posting

Training and Onboarding Plan

Include a general timeline or specific date when possible for the following events. When available, please provide source (i.e. clinic staff, training sponsor, Department of Health, etc.) of the training and/or onboarding activity.

- Training topics
- Onboarding activities
- Clinic and team orientation