

Appendix H. Assessment and Evaluation Plan Timeline

The following table presents the **tentative** timeline for this assessment/evaluation project. Dates are subject to OMH review and approval.

SRA International, Inc. National CLAS Standards Assessment and Evaluation Timeline	
(Approximate) Date	Actions
9/22/2014	Submit OMB package to HHS OMH for submission
Pending HHS OMH	HHS OMH submits OMB package
Phase 1	
10/20/2014-11/3/2014	Develop list of key CLAS and <i>National CLAS Standards</i> stakeholders for interview
11/3/2014	Submit health and health care organization pre-screening questionnaire to identify “CLAS Adopter” population to HHS OMH for review and approval
11/3/2014-11/17/2014	Submit to and discuss with HHS OMH the list of CLAS and <i>National CLAS Standards</i> stakeholders and health/health care organization association list for interviews and surveys
11/17/2014	Receive feedback from HHS OMH on health and health care organization pre-screening questionnaire to identify “CLAS Adopter” population
11/24/2014-12/31/2014*	Upon approval of HHS OMH begin contacting key CLAS and <i>National CLAS Standards</i> stakeholders to schedule interview and solicit health and health care organization nominations
11/24/2014-1/16/2015*	Upon approval of HHS OMH disseminate health and health care organization pre-screening questionnaire to identify “CLAS Adopter” population
12/2014	Begin developing peer-review publication of CLAS and <i>National CLAS Standards</i> literature review with HHS OMH
2/2015	Submit peer-review publication
1/5/2015-2/27/2015*	Conduct stakeholder interviews
2/2/2015-3/13/2015	Begin contacting and engaging key informants in health and health care organizations
3/2/2015-3/27/2015	Analyze and summarize data from stakeholder interviews
Phase 2	
4/6/2015-5/29/2015	Conduct health and health care organization interviews and site visits
4/6/2015-5/29/2015	Administer OMB-approved survey via online to health and health care organization leadership and staff
4/13/2015	Submit and review data analyses from Stakeholder interviews with HHS OMH
5/2015	Discuss plan for peer-review publications with HHS OMH
5/4/2015	Receive feedback and approval on data analyses from Stakeholder

SRA International, Inc. <i>National CLAS Standards</i> Assessment and Evaluation Timeline	
(Approximate) Date	Actions
	interviews from HHS OMH
5/11/2015-5/29/2015	Upon HHS OMH approval, share summary of data analyses with key CLAS and <i>National CLAS Standards</i> stakeholders
6/2015	Develop manuscripts for peer-review submission in partnership with HHS OMH staff
6/1/2015-7/17/2015	Analyze and summarize health and health care organization data
7/20/2015-7/31/2015	Synthesize data to develop preliminary implementation model for the <i>National CLAS Standards</i>
8/2015	Submit peer-review publication
8/3/2015	Submit health and health care organization data analyses and preliminary model to HHS OMH for review and feedback
8/21/2015	Receive feedback on data health and health care organization data analyses
8/24/2015-8/31/2015	Upon HHS OMH approval, share initial implementation model with HHS OMH and key CLAS and <i>National CLAS Standards</i> stakeholders
8/24/2015-8/31/2015	Continue developing draft Assessment and Evaluation Report Summary, policy brief(s), and technical assistance materials based on implementation model
8/31/2015	Submit draft of Assessment and evaluation Report Summary, draft policy brief(s), and technical assistance materials to HHS OMH for review
9/22/2015	Receive feedback from HHS OMH on submitted drafts materials
9/30/2015	Submit Final Assessment and Evaluation Report Summary to HHS OMH
9/30/2015	Upon HHS OMH approval, disseminate policy brief(s) and technical assistance materials publicly