

Appendix J

SRA National CLAS Standards Evaluation Project Tentative Timeline (as of January 26, 2015)

The following table presents the **tentative** timeline for this evaluation project. HHS OMH and the SRA-HDDP Evaluation Team will need at least 10 business days for review and provision of feedback/revision. Lengthier reports and deliverables will require 15 days for review and provision of feedback/revision. Final approval from HHS OMH will be sought for all data collection efforts, survey/questionnaires/study protocol development, reports, presentations, and publications before public release or dissemination.

SRA International, Inc. National CLAS Standards Evaluation Timeline	
(Approximate) Date	Actions
1/17/2014	Evaluation plan submitted to Project Officer and Project Director
3/3/2014	Received evaluation plan feedback and revise
3/17/2014	Finalize subcontract with George Mason
4/25/2014	Final evaluation plan approved by HHS OMH
4/28/2014- 5/24/2014	Draft survey and interview protocols
4/28/2014- 8/31/2014	Conduct literature review on CLAS and the <i>National CLAS Standards</i>
6/4/2014	Submitted interview protocols to HHS OMH for review
6/30/2014	Evaluation project materials submitted to George Mason Institutional Review Board (IRB) for review and approval.
7/2/2014	Submit draft interview protocols and survey and to Advisory Group for review and feedback (upon OMH review and approval)
7/21/2014	Received feedback on survey and interview protocols from Advisory Group
7/21-7/22/2014	Revised interview protocols and survey
7/23/2014- 8/8/2014	Pilot test interview protocols and survey
8/8/2014- 8/22/2014	Analyze pilot test data and summarize results; Revise interview protocols and surveys based on pilot test data
8/29/2014	Submit revised interview protocols and survey to HHS OMH for review and approval
9/15/2014- 9/19/2014	Revise interview protocols and survey per HHS OMH feedback

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SRA International, Inc. National CLAS Standards Evaluation Timeline	
(Approximate) Date	Actions
9/2/2014	Submit OMB package to HHS OMH for review
9/18/14	Receive feedback from HHS OMH on OMB package
9/29/14	Submit revised OMB package to HHS OMH for submission
9/29/14	Submit draft of CLAS and National CLAS Standards literature review to HHS OMH for review
12/1/2014	Submit revised CLAS and <i>National CLAS Standards</i> literature review to HHS OMH for review and approval
1/2015	Conduct Phase 1 publication review meeting with OMH
Phase 1	
10/20/2014- 11/3/2014	Develop list of key CLAS and <i>National CLAS Standards</i> stakeholders for interview
11/24/14	Submit the list of CLAS and <i>National CLAS Standards</i> stakeholders and health/health care organization association list for interviews and surveys to HHS OMH for review and approval
11/24/2014	Submit health and health care organization pre-screening questionnaire to identify "CLAS Adopter" population HHS OMH for final review and approval
12/2014	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
12/31/2014	Submit revised list of CLAS and National CLAS Standards Stakeholders and health/health care organization association list for interviews and surveys for HHS OMH final review and approval
2/2/15 - 3/23/15*	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
2/2/15 - 3/23/15*	Upon approval of HHS OMH, disseminate health and health care organization pre-screening questionnaire to identify "CLAS Adopter" population
2/23/15 - 4/17/15*	Conduct stakeholder interviews
3/23/15 - 5/1/15*	Begin contacting and engaging key informants in health and health care organizations

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SRA International, Inc. National CLAS Standards Evaluation Timeline	
(Approximate) Date	Actions
3/30/15*	Submit draft data analysis plan for stakeholder interviews to HHS OMH for review and approval
4/27/15*	Submit publication plan for Phase 2 of the project for OMH review
4/20/15 – 5/15/15*	Analyze and summarize data from stakeholder interviews
6/2015*	Submit revised publication plan for Phase 2 of the project OMH review and approval.
7/2015*	Conduct Phase 2 publication review meeting with OMH
Phase 2	
5/25/15 – 7/17/15*	Conduct health and health care organization interviews and site visits
5/25/15 – 7/17/15*	Administer OMB-approved survey via online to health and health care organization leadership and staff
6/8/15*	Submit data analyses from Stakeholder interviews to HHS OMH for review
6/2015*	Review data analyses from Stakeholder interviews with HHS OMH
6/26/15*	Submit data analysis plan for health care organization and site visits and web survey for OMH review and approval
7/6/15 – 7/24/15*	Upon HHS OMH approval, share summary of data analyses with key CLAS and <i>National CLAS Standards</i> stakeholders
7/27/15 – 9/11/15*	Analyze and summarize health and health care organization data
9/28/15*	Submit health and health care organization data analyses to HHS OMH for review
10/26/15*	Submit draft of Evaluation Report for HHS OMH review
11/2/15*	Submit revised draft of health and health care organization data analyses to HHS OMH for final review and approval
11/16/15 – 11/25/15*	Upon HHS OMH approval, share evaluation results with key CLAS and <i>National CLAS Standards</i> stakeholders
12/24/15*	Submit revised final Evaluation Report to HHS OMH for review and approval

*Contingent upon receipt of OMB and GMU IRB approval