

Appendix C: Project Timeline

Task Name	Q4			Q1			Q2			Q3			Q4			Q1			Q2		
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1 Finalize Grant Award	◆																				
2 Grant Period	■																				
3																					
4 Planning and Preparation																					
5 Hiring	■																				
6 Hire and/or reassign staff	■																				
7 Training and Orientation	■																				
8 Orientation to DCP&P conducted by NJDCF	■																				
9 Training of clinical staff by Yale Child Study Center (YCSC)	■																				
10 Identify and implement additional training as needed	■																				
11 Establish and adopt policies and protocols designed for this project in partnership with YCSC	■																				
12 Internal at the project site	■																				
13 In partnership with NJDCF	■																				
14 Partnerships	■																				
15 Develop strong working relationships with the DCP&P Local & Area Offices and CPSAI	■																				
16 Establish a management team structure and regular meeting schedules with DCF staff and TA provider	■																				
17 Materials	■																				
18 Purchase materials determined by the project (e.g., toxicology screening materials, evaluation tools, incentives)	■																				
19 Program Performance and Effectiveness	■																				
20 Plan data collection processes and protection of data with Evaluator and YCSC	■																				
21																					
22 Implementation																					
23 Enroll/engage clients	■																				
24 Serve clients (3 visits per week)	■																				
25 Conduct 3 visits per week	■																				
26 Conduct urine toxicology screenings	■																				
27 Distribute gift card incentives as appropriate	■																				
28 Coordinate and participate in DCF joint visits (minimum once a month per family)	■																				
29 Discharge clients as appropriate	■																				
30 Provide clinical supervision	■																				
31 Engage in consultation from the TA	■																				
32 Participate in regular meetings with DCF staff	■																				
33 Participate in DCF reviews/rounds	■																				
34 Collect and organize data using established measures and collaborate with the Evaluator and YCSC	■																				
35 Provide ongoing documentation and reports to Evaluator, YCSC, NJDCF, TNF	■																				