**General Application Milestones**

| **THE ORGANIZATION RECEIVING FUNDING WILL NEED TO SUBMIT A QUARTERLY REPORT TO ARORP.****IF MILESTONES ARE NOT MET, FUNDING WILL BE RECOUPED BY ARKANSAS OPIOID RECOVERY PARTNERSHIP.****FUNDING IS MEANT FOR APPROXIMATELY TWO YEARS. YEAR TWO MILESTONES WILL BE SUPPLIED BASED ON THE BUDGET FOR YEAR TWO.**  |
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| Project Milestones |

| **1st set of milestones**  | **Due Dates** | **notes** |
| --- | --- | --- |
| Hire case manager x2, operations manager, and executive director  | Prior to March 31, 2023 | Completed Executive Director Staci James hired 1/20/23, Operations Manager Kathy Zander hired 1/20/23, Case Manager Rachel Solis hired 3/16/23, Case Manager Christina Butler interview date 3/21/23 accepted position 3/23/23, resigned from her position giving a 2 week notice and start date 4/7/23 |
| Purchase all insurance | Prior to March 31, 2023 | Completed Health insurance will start 4/1/23  |
| Develop user manual and training for staff and peers | Prior to March 31, 2023 | Completed and attached |
| Develop data tracking system  | Prior to March 31, 2023 | Completed and attached |
| Submit first ARORP report  | March 31, 2023 | Completed and submitted 3/30/23 |
| **2nd set of milestones**  | **Due DateS** | **notes** |
| Launch first round of direct mail advertising  | Prior to June 30, 2023 | Completed 6/14/23 |
| Complete CONNECT staff and peer training  | Prior to June 30, 2023 | Completed 5/10/23 |
| Launch You are Not Alone | Prior to June 30, 2023 | -Host grief sensitivity trainings for law enforcement, clergy, and first responders; Host workshops, opportunities, and meetings for families; Assign case managers and peers to families; Provide real-time contact with family members through texting app; Assist in attaining insurance to address physical and mental needs; Network with counselors, first responders, law enforcement, funeral directors, specialized grief counselors; Partner with AR Children’s Hospital and Kaleidoscope Grief Center to address causes specific to adolescent grief; Implement specific adolescent grief support with AR Children’s Bereavement Department; Provide sensitivity training to law enforcement, first responders, and clergy; Network with specialized grief/PTSD counselorsThe initiative officially launched on 6/15/23. Please see Data Tracking attachment notes for progress. |
| Host You Are Not Alone Launch Event | Prior to June 30, 2023 | Completed 6/15/23 |
| Begin to distribute YANA brochures | Prior to June 30, 2023 | Received from printer on 6/10/23 and began distributing on 6/15/23 |
| Complete staff and peer training | Prior to June 30, 2023 | Staff Training complete. (need dates Kathy) Peer training tentatively set for 9/23. Please see Data Tracking attachment notes for more information. |
| Launch CONNECT App | Prior to June 30, 2023 | Completed 6/8/23 |
| Host semi-annual 2023 grief course | Prior to June 30, 2023 | Began 5/23/23 and is ongoing |
| Launch Hope Movement: You are Not Alone website | Prior to June 30, 2023 | Completed and launched 5/18/23 |
| Submit quarterly ARORP report | June 30, 2023 | Completed and submitted 6/30/23 |
| **3rd set of milestones**  | **Due Dates**  | **notes** |
| Update on advertising, direct mail, and brochures | September 30, 2023 |  |
| Host Bridge the Gap 2023 | Prior to September 30, 2023 |  |
| Update on You Are Not Alone Services | September 30, 2023 |  |
| Submit quarterly ARORP report | September 30, 2023 |  |
| **4th set of milestones**  | **Due DateS** | **notes** |
| Update on advertising, direct mail, and brochures | Prior to December 31, 2023 |  |
| Host 2023 grief retreat | Prior to December 31, 2023 |  |
| Host semi-annual 2023 grief course  | Prior to December 31, 2023 |  |
| Update on You Are Not Alone | Prior to December 31, 2023 |  |
| Yearly ARORP evaluation meeting | Prior to December 31, 2023 |   |
| Submit annual ARORP report  | December 31, 2023 |  |