

Health Care Study Communication Plan

Last Updated: 11/21/07

COMMUNICATION:	SENT TO:	VIA:	FREQUENCY/DATE:
Announcement of the Study Kickoff	Sent to Agency Heads, HR Managers, Unions	Email	On 7-26-07
Frequently Asked Questions	Posted Quarterly	On Website	1 st 2007 FAQs – 7-24-07 2 nd – 10-30-07 3 rd – by 12-31-07
Meeting with HCS Team	-----	-----	Twice a month until further notice
Meeting Minutes	Sent to HCS Team, LRU, DAS BAM, HR Audits, Board of Nursing	Email	After each team meeting
Copies of Draft Class Specs	Released from DAS to HCS Team Members	Email	As Scheduled
Meetings with Managers	As Needed	-----	As needed
Copies of Class Specs w/ Mgmt. comments incorporated	Sent to Unions	Email and USPS	As Scheduled
Status Reports – Announcements of All Other Project Milestones	Send to HCS Team, HR Managers, Unions	Email	As each work package is completed or as needed.
Announcement of Allocation Period	Send to HCS Team, HR Managers, Unions	Email	As Scheduled
Notices to Employees of Change in Classification	DAS Drafts Template for Agencies	-----	As Scheduled