

NCCAOM Project Production Timeline

PROJECT	Responsible Party	Start Date	End or Implement Date	Jan-March 2020 Q1	April-June 2020 Q2	July-Sept 2020 Q3	Oct-Dec 2020 Q4	Jan-March 2021 Q1	April-June 2021 Q2
DOW									
Create Volunteer Recruitment, Retention, Recognition Program	Dow	In Process	Implement Q4 & Ongoing				First Volunteer Spotlight article in Fall Newsletter - Planning next steps		
Assist in formalizing BOC, Volunteer and Staff Liaison orientation process/procedures	Dow / Larson / Directors	Q1 2021	Ongoing						
Finalize Volunteer Portal on AMS	Dow w/ IT Team	Nov 2018	Launch delayed to Qtr 1 2021				Work continues and monthly meetings are held to discuss progress & receive updates		
Update Volunteer page on NCCAOM Website-incl. Comm bios update	Dow	ASAP	12/30/2020						
2021 Volunteer handbook update	Dow	ASAP	12/30/2020						
Assist w Governance Comm-BOC	Dow assist Basore	8/2019	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	
Assist other staff as needed	Dow	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	
Weekly Staff Morale meeting (every Fri) due to COVID-19 quarantine	Dow	May 15, 2020	Voluntary staff activity at 4:45 ea Friday for online games, conversation and connecting	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	
Assist in writing/editing quarterly newsletter and annual report	Dow assist Minar/Cox	June 2020	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	
Write draft articles for Ac Today	Dow/Cox/Larson	Sept. 2020	Ongoing			Ongoing	Ongoing	Ongoing	
Assist in Vol aspect of EDC Restructure	Dow / Testing Staff / Larson	3rd Qtr. 2020	Will stay informed on impact EDC restructure has on Volunteer annual document submission, Volunteer roster, Position Descriptions, etc.						
Maintain External Events Calendar / Registrations as requested	Dow /Larson	Ongoing	Ongoing			Ongoing	Ongoing	Ongoing	
Advance Logistical Plans for BOC, EDC & Staff meetings	Dow	Ongoing	All Meetings Virtual until further notice						
Nemeth - Professional Development									
CHCS COQ Program	Cox/Nemeth	11/14/16	Fall 2020	Course developed	beta tessting	Course Updated Advertising Launched 9-9-2020	Completed 115 enrolled as of Oct		
PDA Management System: Phase 1	McHugh/Cox/Nemeth/Lee		11/01/18	Completed					
PDA Management System: Phase 2	McHugh/Cox/Nemeth/Lee		09/23/19	Completed					

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PDA Management System: Phase 3	McHugh/Cox/Nemeth/Lee		5/1/2020	CE Banking started w/ Townhall webinars	Ongoing	10-14-2020 CE Banking turned on for 142 Providers	Slated for completion 12/31/2020		
PDA Marketing Plan	Cox/Nemeth/Lee	11/1/2019	Through 2020	Planning	20% Spotlight discount	Online Skill Acquisition application-in beta testing PDA Course Highlights Reorganize PDA section of website - created tool kit & resource center, step-by-step course instructions developed. PDA Newsletter PDA digital badges	Slated for completion 12/31/2020	First edition of the PDA Newsletter	
PDA Webinar	Cox/Nemeth/Lee		10/7/2020				10/7/2020 Completed		
Student/ Schools Webinar	Cox/Nemeth/Lee		11/10/2020	Updates sent to schools	Updates sent to schools	school presentations to graduating class	Student Webinar 11-10-2020		
Diplomate Webinar	Cox/Nemeth		12/9/2020	Updates sent	Updates sent	Updates sent	Diplomate Webinar 12-9-2020		
State Associations Townhall Meetings	Nemeth/Lee	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing		
NCCAOM/ASA Townhall Course Approval and Certificate Distribution	McHugh/Cox/Nemeth/ Lee/Minar	3/30/2020	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing		
Townhall Diplomates Inquiries	Lee/Minar	3/30/2020	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing		
Staff support for Reinstatement Taskforce to determine criteria for Permanent Reinstatement Route	Nemeth/Cox/TF	5/29/2020	6/30/2022		TF met 05/29/2020 & 06/22/2020	TF met 08/17/2020 09/02/2020 9/21/2020	TF to meet 11/2020 to review interviews with identified Healthcare Professions; their process and criteria used for Reinstatement		
Chinese translation of 2020 Content Outlines	Lee	9/11/2019	11/1/2019			Foreign exams cancelled			
Practice Test Questions-Review & QC	Cox/Lee		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing		
BASORE									
NCCA Annual Report	Basore Point, all depts	1-Apr	August 1 extension		collecting data	Completed			
Program Performance Annual Rpts	Basore	2-Jan	3/31/2020		Completed				
Program Performance Mid-Year Rpts	Basore	7/1/2020	8/31/2020			Mid-Year Reports Canceled			
Financial Audit	D. Castro/SB Team	12/10/2019	3rd Friday in May		Approved by FC 05/15/2020 Shared w/BOC June 2020 Completed				

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NCCAOM Form 990	D. Castro/SB Team	1-Mar	4th Friday in October				FC met w/Tax Auditors 10/9/2020. Approved to move to BOC e-ballot for approval completed		
Board Meeting Preparation	Larson, Basore, Dow - All depts	March, June, October	31-Oct			Sept 12-done Sept 25-done	Oct 23- in process Nov 1- in process Dec X - Date TBD (Budget, CEO Eval)		
COVID-19 Projects: (1)NCCAOM/ASA Town Halls - weekly. 2) School anticipated 2020 graduates communication. (3) PDA assisting Ac Associations: free PDA review & approval and waive fee. 4) IT assist Providers in hosting association's townhall meetings on NCCAOM site. 5) Posting COVID-19 References on NCCAOM website. 6) PDA Provider COVID-19 Monthly Updates	Basore, Nemeth, McHugh, Lee	1-Apr	07/01/2020						
						(1) Completed- continue as needed			
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NCCAOM Budgets	D. Castro point (all depts)	15-Jul	First Draft 4th Friday in Sept for FC-Ultimately December BOC				FC presented overview of initial 2021 budget numbers 10/9/20. Will present to BOC 10/23. Final approval of 2021 budget @ BOC Special Mtg in Dec. 2020		
Review/Update of Governance Policy Manual	Basore point, with CEO and Governance Committee	Dec-19	October 2020 October 2021 BOC meeting due to other priorities- COVID-19						
Review/Update of NCCAOM Management Policy Manual	NonProfit HR point, with each Director and CEO	Dec-19	11/30/2020					Must be completed for NCCA Reaccreditation April 2022	
2021 NCCAOM Certification Handbook	Basore point, all Directors and CEO	15-Oct-19	1-Oct-20				Post on website by 3rd week of December		
2021 Apprenticeship-Workbook (documentation requirements clarification)	Basore point, Apprenticeship Sub-Committee and Eligibility Committee	ASAP	1-Oct-20					Post on website by January 1, 2021	

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FROMMELT / SANDERS									
January 13-February 1, 2020 Linear Exam administration for all modules			1-Feb						
Standard Setting/Cut Score Meeting with Panel	Standard Setting Panel		February 28-March 1, 2020						
Cut Score recommendation to the BOC and finalization	Testing staff, Psychometrician, and BOC		1-Mar						
April 27-May 16, 2020 Linear Exams	Canceled due to COVID-19		CANCELED						
Testing Staff to get adaptive exams ready for May 18, 2020 live date	switched gears from linear to adaptive testing (late March-May 2020)								
Adaptive Exams moved up to May 18, 2020 live date	Testing		18-May						
Foreign Language Exams (FLE) activities and administration	Canceled due to COVID-19		CANCELED						
EDC Business Meeting via Webinar June 12, 2020 @ 5 PM ET	Testing		12-Jun						
EDC face-to-face meetings canceled and will all be remote meetings along with needed mini webinar meetings	in-person meetings canceled due to COVID-19; continuous remote meetings as needed until Dec 2020								
BIO EDC Webinar	Frommelt		15-Jun						
FOM EDC Webinar	Frommelt		18-Jun						
ACPL EDC Webinar	Sanders--will be scheduled after EDC business meeting								
CH EDC Webinar	Sanders--will be scheduled after EDC business meeting								
Review of policies and procedures, etc. in relation to future EDC restructuring, changes in accordance to NCCA compliance	Larson, Frommelt, Sanderes		Ongoing project						
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COX / MINAR									
AOM Day Media Campaign	Minar	8/1/2019	10/25/2019						
Marketing Campaign for Reinstatement	Cox/Minar	10/18/2019	7/15/2020						
Marketing Campaign for CH	Cox/Minar	12/1/2019	3/31/2020						
Diplomate Retention Marketing Campaign	Cox/Minar	Ongoing	Ongoing	Ongoing	Ongoing				
In kind Projects (State Association & AWB)	Minar	Ongoing	Ongoing	Ongoing	Ongoing				
Town Hall Promotion and Organization	Cox/Minar	Ongoing	Ongoing	Ongoing					

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Exam Development / Test Security Review and Gap Analysis	McHugh	2021 - Q1		Put on Hold for other projects with higher priority					
Systems security audit	McHugh	2020 - Q4		Put on Hold for other projects with higher priority					
Business process documentation	McHugh	TBD	TBD	Put on Hold for other projects with higher priority					
Website / SEO?	McHugh	TBD	TBD	Put on Hold for other projects with higher priority					