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DATE: September 2, 2011  
TO: DOH Contract Team  
FROM: Shelley Robertson  
RE: Project Update

Please find below a summary of the activities planned for this period, task status, and next steps or questions. Let me know if there are any tasks that you would like to be involved in, copied on, etc. beyond the extent noted below.

Task	Status	Next Steps/Questions
Prepare summary of research on current literature and best practices	All revisions from DOH and SME have been made.	After review by DOH, ask SME for feedback on document. All changes to be made by 9/30/2011.
Develop rubrics and review process	All rubrics are complete; methodology reviewed; first draft of process documentation complete.	None
Prepare a summary of HS components and processes	Stakeholders have reviewed summaries and provided feedback.	Revise summaries for stakeholder input.
Analyze and prepare recommendations	Complete analysis using methodology; develop draft recommendations for review and discussion.	Submit draft to DOH prior to submission to SME for review and discussion.
Submit a survey to HS Coalitions to collection information relevant to Tasks 6 – 10.	Survey protocol submitted to DOH and Steering Committee for review.	After review, distribute to Coalitions.