

TIMELINE / PROJECT PLAN:**PRESENTATIONS / TRAININGS****Year: August 01, 2009 – July 31, 2011****Program Staff: Health Program Assistant 1**

Key Tasks	Start	Finish
Planning and Preparation	08/01/09	07/31/10
Prepare MS PowerPoint presentation / training		
Identify law enforcement / regulatory agencies		
Schedule Initial Presentation / Training (law / regulatory agencies)	08/01/09	07/31/10
Identify dates for presentations		
Confirmation of presentation / training dates		
Presentations / Trainings	08/01/09	07/31/10
Remind presentation / training attendees of upcoming dates		
Conduct presentation / training (25 per year)		
Planning and Preparation	08/01/010	07/31/11
Prepare MS PowerPoint presentation / training		
Identify law enforcement / regulatory agencies		
Schedule Initial Presentation / Training (law / regulatory agencies)	08/01/010	07/31/11
Identify dates for presentations		
Confirmation of presentation / training dates		
Presentations / Trainings	08/01/10	07/31/11
Remind presentation / training attendees of upcoming dates		
Conduct presentation / training (25 per year)		

TIMELINE / PROJECT PLAN:

EDUCATIONAL CAMPAIGNS

Year: August 01, 2009 – July 31, 2011

Program Staff: Health Program Assistant 1

Key Tasks	Start	Finish
Request for Quotation (RFQ) Law Enforcement Educational Campaign (1st Campaign)	08/01/09	09/15/09
Prepare education proposal		
Internal review of proposal by Commissioners Office		
Distribution of proposal to small business marketing firms		
Selection of marketing firm		
Educational Materials Development	09/16/09	12/15/09
Brochures, flyers, print ads, posters, etc will be developed by Marketing firm and DCP		
Distribution of Educational Materials	01/16/10	01/15/10
The information will be printed and distributed to police departments, professional organizations, & addiction facilities		
Request for Quotation (RFQ) General Public Educational Campaign (2nd Campaign)	08/01/10	09/15/10
Prepare education proposal		
Internal review of proposal by Commissioners Office		
Distribution of proposal to small business marketing firms		
Selection of marketing firm		
Educational Materials Development	09/16/10	12/15/10
Brochures, flyers, print ads, posters, etc will be developed by Marketing firm and DCP		
Distribution of Educational Materials	12/16/10	01/15/11
The information will be printed and distributed to general public		

TIMELINE / PROJECT PLAN:

DOCTOR SHOPPER CASES

Year: August 01, 2009 – July 31, 2011

Program Staff: Special Investigator

Key Tasks	Start	Finish
Prescription Drug Cases	08/04/09	07/31/10
PMP identifies possible "doctor shopper" cases		
PMP assigns agent cases to investigate		
Agent conduct investigations (100 per year)		
Agent offers potential doctor shopper rehab option		
Potential doctor shopper signs contract to enter rehab or criminal justice system		
Agent reports progress to program on a weekly basis		
Prescription Drug Cases	08/01/10	07/31/11
PMP identifies possible "doctor shopper" cases		
PMP assigns agent cases to investigate		
Agent conduct investigations (100 per year)		
Potential doctor shopper signs contract to enter rehab or criminal justice system		
Agent reports progress to program on a weekly basis		

GRANT FUNDED POSITIONS DESCRIPTIONS:

Year: August 01, 2009 – July 31, 2011

Health Program Assistant 1: Typical examples of duties performed at this level include: assists in the preparation of sections of state health plans; gathers fiscal, programmatic, census or other kinds of needed data from federal, state and other sources; compiles statistics and may do some less complex calculations and interpretations; assists in reviews of program grant requests and monitors fiscal and programmatic performance of grants using agency regulations and guidelines; assists in the preparation of program objectives and evaluation of program results; may serve a task force or committee; may answer general informational questions for the public and prepare information for distribution; may serve as a liaison between the program or project and specific people or organizations for the purpose of keeping information flowing; may assist in epidemiologic investigations; performs related duties as required.

Special Investigator: Conducts investigations related to assigned complaints, alleged violations of state laws and regulations or sudden and/or unexplained deaths; interviews witnesses, complainants, medical and hospital personnel and others to obtain information; secures evidence in form of statements, documents, records and exhibits which may be used in administrative hearings and/or court proceedings; researches, collects and evaluates data; compiles information; writes reports and recommends appropriate corrective action; answers public inquiries; may prepare affidavits and applications for arrest warrants; may prepare search

and seizure warrants; may testify at hearings and in court; may conduct surveillance; may secure samples for testing; may conduct legal research; performs related duties as required.