# Planning Worksheet for Indian Country Insert Topic ECHO

This document will ask key questions that underlie the success of implementing or replicating the ECHO model. The worksheet can serve as a planning guide, which might also be useful for preparing a budget proposal (Page 5). Filling in this sheet will also provide you with information on what you need in order to move forward. This worksheet can be used for medical ECHO models as well as non-medical ECHOs.

KEY QUESTIONS

# Planning Worksheet for your ECHO

**Please note some basic facts about Topic/Content Area throughout Indian Country, in your region or tribes your Organization serves**(workforce capacity, access to ongoing mentoring/training, CEU requirements for Audience, barriers to being more successful, etc.)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REASON FOR NAME OF ECHO**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(relevant organization) estimates if Topic/Content Area/Audience working in Indian Country do not receive adequate and ongoing support from Topic/Content Area/Audience mentors serving tribes, this will result in (*what impact if status quo remains)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **History** *(of your organization’s expertise in this area of intervention***):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **What** *(you/your organization*) **plans to offer** (*one or two sentences*)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What will your multidisciplinary team (hub) look like?**

**Experts/Faculty (as didactic presenters and clinic participants for recommendations)**

* + ROLE
  + ROLE working In Indian Country
  + ROLE
  + ROLE
  + ROLE
  + Other\_\_\_\_\_\_\_\_\_\_\_
* **Staff for administrative tasks and technical assistance**
  + Lead
  + IT Staff
  + Other\_\_\_\_\_\_\_\_\_\_\_\_

**Where will your spoke sites be located**

* + I/T/U clinics
  + Tribal Organizations
  + Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CURRICULUM DESIGN**

Besides case presentations, your targeted learners should be given the opportunity each week/month/frequency to benefit from didactics presented by experts in the field supported by references and contain three main learning objectives. Didactics are typically between 15-20 minutes in length with time for questions. An ideal didactic curriculum will be interprofessional in scope and should follow a pattern to meet Audience needs.

**Through the process of ECHO telementoring, participants will demonstrate these competencies:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation: How will you measure improvement in the above competencies?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Potential Next Steps:**

**Notes** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget for NAME ECHO:**

**Indian Country NAME ECHO**

**Budget Narrative**

Extension for Community Health Outcomes (ECHO) is telehealth platform that has been proven to dramatically increase access to specialty treatment in Indian Country. ECHO provides front-line clinicians with the knowledge and support they need to manage patients with complex conditions. The aim is to create and implement the model with input from experienced Content/Topic Area/Audience and mentors who are currently training/working in Tribal communities. The primary goal is to provide clinical support to, and improve the skills of, Content/Topic Area/Audience who are working with American Indian and Alaska Native people in reservation, rural and urban settings. Additionally, this program will help support Audience by providing CEUs that are in line with certification requirements. The NAME ECHO, will be based on the needs of Audience and tribes, forcing on issues that arise in American Indian and Alaska Native communities; specific consideration will be on XXXXXX. We will focus the NAME ECHO as a pilot, and will be open to any Audience and XXXXXX who serve American Indian and Alaska Native people.

Objectives:

Objective…, we aim to increase the number of Audience with tribes and help support the creation of a curricula developed by and for the tribes.

Weekly/monthly/frequency teleECHO clinics, will…

The telehealth sessions will include presenting and discussing patient/cases/contacts, resource sharing, networking, expert presentations, and participant learning loops.

Continuing Education Credits:

The ongoing learning via teleECHO clinics provides support with current certification standards and includes a 12-month Indian Country NAME ECHO curriculum to address specific needs identified by Audience and tribes.

**Proposal and Budget**

**BUDGET NARRATIVE**

**Project Title:** NAME ECHO

**Personnel Salaries and Wages Total: $XX,XXX**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Position Title and Name* | *Annual* | *Time* | *Months* | *Amount Requested* |
| (1) Project Director – | *In-kind* | X% | 12 | $X |
| (2) Project Manager – | $X | X% | 12 | $X |
| (3) Support Staff - | $X | X% | 12 | $X |
| **Total** |  |  |  | **0** |

(1) Project Director – NAME - This position will provide leadership and direct day-to-day operations and reporting related to this funding mechanism, including overall responsibility for the development and implementation of collaboration, communication, performance measurement, and evaluation strategies. This position relates to all program objectives.

(2) Project Manager – NAME - This position will provide leadership and direct day-to-day operations and reporting related to this funding mechanism, including overall responsibility for the development and implementation of collaboration, communication, performance measurement. This position relates to all program objectives.

(3) Support Staff – NAME, will be responsible for coordinating the CEU’s developing project materials and meeting agendas; managing project logistics; and providing general support to the project. This position relates to all program objectives.

**Fringe Benefits Total: $X**

|  |  |  |  |
| --- | --- | --- | --- |
| *Position Title and Name* | *Total Salary* | *Fringe Rate* | *Amount Requested* |
| Project Director – NAME | $X | XX% | $X |
| Project Manager – NAME | $X | XX% | $X |
| (3) Support Staff - NAME | $X | XX% | $X |
| **Total** |  |  | **0** |

(1) Fringe benefits are calculated at XX% of salaries and wages.

**Consultant Total: $X**

|  |  |  |  |
| --- | --- | --- | --- |
| *Consultant* | *Service* | *Rate* | *Amount* |
| (1) SPECIALTY | Lead ROLE ECHO Consultant | $X per hour x X hours (ECHO and prep) for 12 months; staff meetings | $X |
| (2) SPECIALTY | ROLE ECHO Consultant | $X per hour x X hours (ECHO and prep) for 12 months, staff meetings as needed | $X |
| (3) SPECIALTY | ROLE ECHO Consultant | $X per hour x X hours (ECHO and prep) for 12 months, staff meetings as needed | $X |
| **Total** |  |  | **0** |

(1) Lead ROLE Consultant: NAME will act as a ROLE specialist; she/he/they will provide consultation on the weekly/monthly/frequency NAME ECHO, moderate ECHO sessions, and conduct didactic presentations as needed. NAME, is a ROLE/SPECIALTY with XXXX experience. Brief bio

(2) ROLE ECHO Consultant: NAME will act as a ROLE specialist; she/he/they will provide consultation on the weekly/monthly/frequency NAME ECHO and conduct didactic presentations.

(3) ROLE ECHO Consultant: NAME will act as a ROLE specialist; she/he/they will provide consultation on the weekly/monthly/frequency NAME ECHO and conduct didactic presentations.

**Contractual Total: $X**

|  |  |  |
| --- | --- | --- |
| *Contractor* | *Service* | *Amount* |
| (1) NAME | CEU | $X |
| **Total** |  | **0** |

1. We can Initially work directly with CEU provider to provide Types of CEU- $XXX through CEU Provider

**Supplies Total: $X**

|  |  |  |  |
| --- | --- | --- | --- |
| *Item Requested* | *How Many*  *Number of Months* | *Unit or Monthly Cost* | *Amount* |
| (1) Office supplies (paper, markers, notebooks, pens, etc.) | 12 months |  | $X |
| (2) Computer/IT supplies (spoke ECHO webcams) | 12 trainings |  | $X |
| **Total** |  |  | **0** |

(1) Office supplies: will be used by staff members to carry out daily activities of the program and to facilitate any partner meetings or for the NAME meeting. Supplies include paper, markers, pens, notebooks, etc.

(2) IT/Computer supplies: There may be some IT supplies (webcam, microphone) that will be used by staff members, consultants and participants to facilitate ECHO sessions.

**Direct Costs Total: $X**

|  |  |
| --- | --- |
| Personnel Salaries and Wages Total | $X |
| Fringe Benefits Total | $X |
| Consultant Total | $X |
| Equipment Total | $X |
| Contractual Total | $X |
| Supplies Total | $X |
| Travel Total | $X |
| Other Total | $X |

**Indirect Costs Total: $X**

Organization’s indirect cost rate is XX%. The total amount of direct costs subject to indirect is $X.

**Budget Total: $X**

**REPORTING EXAMPLE**

**Organization Name**

Indian Country ECHO TeleECHO Clinics

Reporting Period – January 1- June 30, 2021 OR July 1-December 31, 2021

The project name began in 2020 and has supported ## ECHO clinics held each month, recruited ## clinical sites, provided treatment recommendations for ## patients, hosted ## trainings, trained over ## clinicians from Indian Country and supported ## virtual ECHO sessions with approximately ### total participants.

**Indian Country ECHO sessions:** Each month, the NAME of ORGANIZATION offers multiple teleECHO clinics with specialists focusing on TOPIC The X-hour long clinics include an opportunity to present cases, receive recommendations from a specialist, engage in a didactic session and become part of a learning community. Together, we will manage patient cases so that every patient gets the care they need.

**January 1 – June 30, 2021 OR July 1 – December 31, 2021**

* # of ECHO sessions to date = XX
* # of case recommendations = XX
* # of participants ever joined ECHO = XX
* # of CE hours provided = XX

**Marketing:** The NAME ECHO launched DATE/YEAR and has reached:

Since launch, the NAME website received:

* Users = XX
* Sessions = XX
* Page views = XX
* Pages/Session = XX
* Average session duration = XX
* Bounce Rate = XX

Newsletter/Email Statistics

* Total users reached: XX

Text Message Campaign Statistics

* All Profiles: XX
* Messaging Statistics
  + Sent: XX
  + Received: XX

Other Publication/Marketing Materials: