

**Tool C: Timeline Template with Tasks and Milestones**

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| **Step** | **Lead** | **Target Date** |
| **Step 1: Internal State Health Department Alignment** | | |
| 1a: Identify internal partners. |  | Month 1 |
| 1b: Establish a timeline. |  | Month 1 |
| **Step 2: Identify Community Pharmacy Partners** | | |
| 2a: Start with the state pharmacy association. |  | Months 2-3 |
| 2b. Host a meeting (or meetings) to explain the MOU rationale, components, and process and agree on joint goals. |  | Months 2-3 |
| 2c. Form a joint public health/community pharmacy steering committee to discuss the MOU, required state customization, and general pharmacy profession concerns. Hold individual provider meetings to address potential barriers to pharmacy entity signing agreement. |  | Months 2-3 |
| **Step 3: Complete a Community Pharmacy Review Process for the MOU and Revise** | | |
| 3a. Identify potential issues, concerns, and red flags. Conduct individual meetings with pharmacy provider entities to identify potential issues, concerns, or red flags that need to have further internal review and approval. |  | Months 4-5 |
| 3b. Respond to community pharmacy representatives’ issues and concerns. |  | Months 4-5 |
| 3c. Work with state health department legal counsel to revise the MOU. |  | Months 4-5 |
| **Step 4: Publicize and Celebrate Signing an MOU and Interim Accomplishments** | | |
| 4a. Schedule a signing event. |  | Month 6 |
| 4b. Acknowledge interim accomplishments. |  | Month 6 |
| **Step 5: Keep Up the Momentum** | | |
| 5a. Continue to recruit community pharmacies. |  | Months 7+ |
| 5b. Coordinate state and local efforts. |  | Ongoing |
| 5c. Find additional ways to build on the public health/community pharmacy partnership. |  | Ongoing |