**Regional Response Team and Community Partners Checklist**

This document presents a checklist for the Regional Response Team and Community Partners for July and August 2018. Please refer to the Collaborative Toolkit for further details.

**July 2018**

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| **Response Team** | **Community Partners** |
| * Convene the Response Team * (July 20) Encourage submission of Performance Data by Community Partners * (July 31) Finalize the Regional Response Team roles and responsibilities * (July 31) Finalize Regional Group Aim Statement | * Ensure Individual Registration of all Community Partners * (July 10) and (July 24) Youth Affinity ECHO Sessions 1 and 2 * (July 10) and (July 24) Transgender Affinity ECHO Sessions 1 and 2 * (July 13) Setting up a Profile in the end+disparities Database * (July 15) Complete Technology Assessment Survey * (July 17) MSM of Color Affinity ECHO Session 1 * (July 17) Black/African American and Latina Women Affinity ECHO Session 1 * (July 20) Submission of Performance Data * (July 31) Develop a Community Partner Aim Statement and Upload to Glasscubes * (July 31) Schedule your Case Presentation * Attend Regional Group Meeting |

**August 2018**

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| **Response Team** | **Community Partners** |
| * Convene the Response Team * Create a Regional Group Benchmark Report based on Community Partner Viral Suppression Submissions | * (August 7) MSM of Color Affinity ECHO Session 2 * (August 7) Black/African American and Latina Women Affinity ECHO Session 2 * Schedule your Case Presentation * Attend Regional Group Meeting |