Ohio's SPF-PFS Initiative
Problem of Practice (PoP) Submission Process
Calendar of Events

Week of March 13th
- Guidance for PoP submission will be emailed to Project Directors and/or posted to the SPF-PFS website.
- This guidance will consist of two webinars that will be accessed asynchronously by the PDs and associated guidance documents in MS Word and pdf format.
  - The first webinar will give the broad overview of timeline, requirements, etc. It will also include information about submitting the COMs form and the PDC form.
  - The second webinar will be more procedural in nature – how to use the web data entry system to upload information.

March 30, 2017
- COMs form due (this does not change)
- PDC form due (this does not change)

April 5, 2017
- All PoP information must be uploaded into the web data entry system

April 12, 2017 – Sub-recipient Learning Community Meeting in Dublin, OH
- All Project Directors will receive a draft copy of their PoP reports
- Brief Agenda for the Learning Community
  - Peer Sharing of COMs Forms and COMs Form Experiences
  - Peer Sharing of PoP Documents
    - PDs will be required to complete a worksheet with concrete action steps on what their next steps are after the peer sharing. This form will be copied at the meeting. The PDs will take a copy and then a copy will be provided to the OSET evaluator, the coach working with the community, and the SPF-PFS Project Director. This way there is a clear path on what steps must be taken to finalize the PoP document.
  - Introduction of the Next Step: Community Readiness Assessment

April 17 – 28, 2017
- Project directors will schedule and complete their webinar taping with Global Training. All webinars must be taped by April 28, 2017.

May 7, 2017 – SUBMISSION DEADLINE for all PoP Materials (webinar and report)

May 12, 2017 – SEOW Meeting to review PoP