**Connected Communities Implementation Grant Program**

**Milestone 2 Checklist (updated 3/1/17)**

Please submit all items listed below to your assigned Community Manager. The Milestone 2 Template and additional resources to support these deliverables may be found on the [Connected Communities Grantee webpage](http://mehi.masstech.org/connected-communities-implementation-grantees-and-collaborators). If you have any questions, please reach out to your Community Manager.

* **Milestone 2 Template**, including the following sections and attachments:
1. Logical process diagram of workflow at your organization and at all participating organizations; and
2. Process Improvement Plan; and

3. Description of policies that have been established at your organization and each of the collaborating organizations to allow for the sharing of patient data.

**Attachments to Milestone 2 Template**

* Transaction log(s) or screenshots from the sponsoring HIE/HISP detailing production transactions and the organizations involved with the production transactions. Information for all collaborators involved in the use cases must be included. *Please redact any sensitive patient information from the transaction logs.*
	+ - **Production transactions should relate to those described in the HIE Use Case Development Form(s) that you submitted with your Transformation Plan.**
* Milestone 2 Attestation Form for your organization.
* Milestone 2 Attestation Form for each collaborating organization that is listed in the transaction log and use case development forms that were submitted with the Transformation Plan.

**If applicable to your organization or your collaborating organizations, please update the following documents:**

* Description of the health IT environment at your organization and collaborating organizations on *Health IT Spreadsheet* (part of Transformation Plan deliverable);
* Policies and procedures to protect electronic health information (part of Milestone 1 deliverable);
* *HIE Use Case Development Form(s)* (part of Transformation Plan deliverable); and
* Any additional changes to Transformation Plan.