



Blog Protocol

Thus far, the Home page of the blog contains 5 Menu items:

1. About the Alliance Tab – Contains a brief description of the Alliance, its Charter and Membership list with a primary contact for each member agency by name phone and email. **Please submit this contact information to Communications Committee Secretary as changes occur.**

2. Community Resources Tab – All members are encouraged to share event and resource information to post on the blog. **Resource information is submitted to the Communications Secretary** for review and posting in one of 2 formats: A link or PDF flyer. The resource will post for the month in which it is submitted, at the end of which it will be archived by month. If an event has a specific date, it should be listed in the name of the PDF submitted.

3. Forms and Protocols Tab - Sub folders will contain forms and protocols specific to that workgroup. **Committee secretaries should submit their final forms, work instructions, protocols etc. to the Communications Secretary for review and posting as changes occur.**

Additional subfolders will include Community Based Organizations, Hospitals, Managed Care and an Advanced Care Planning folder to allow for their specific forms and protocols. **When sending these items to the secretary please make sure the saved document name describes the form or protocol and is in PDF format.**

4. Meeting Minutes Tab – Will contain the meeting minutes by each committee. **The Committee secretaries will be required to submit their minutes by the 25th of each month to the Communications secretary to be uploaded to the blog the first week of the following month.** Minutes will be archived by month. **When sending these items to the secretary please make sure the saved document name is labeled in the following manner: Committee name, minutes and date and is in PDF format.**

5. Meetings Schedule Tab – Will contain the Meetings Master schedule for all committee meetings. **Committee chairs/secretaries should submit schedule changes to the Communications Secretary for corrections to the Master schedule.**