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

Please submit all documentation items listed below to your assigned Community Manager. The Milestone 1 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 1 Template**, including the following sections and attachments:

1. Description of policies and procedures to protect electronic Protected Health Information1.

2. Description of the impacted workflows for you and your collaborating organizations to achieve your use cases, and the preliminary workflow enhancements that have been implemented since the start of the grant project.

**Attachments to Milestone 1 Template**

* Copy of HIE/HISP or Mass. HIway participation agreement for your organization.
* Copy of HIE/HISP or Mass. HIway participation agreement for each collaborating organization that is participating in a use case.
* Transaction log(s) or screenshots from the sponsoring HIE/HISP detailing test transactions and the organizations involved with the test transactions. Information for all collaborators involved in the use cases must be included. *Please redact any sensitive patient information from the transaction logs.*
  + - Test transactions should relate to those described in the HIE Use Case Development Form(s) that you submitted with your Transformation Plan.
* Milestone 1 Attestation Form for your organization.
* Milestone 1 Attestation Form for each collaborating organization that is listed in the transaction log.

**If applicable to your organization or your collaborating organizations, updated copies of any of the following documents:**

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