Technical Assistance Tracking Log

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Role of Person Initiating Request	Date of Initial Request	Program in need of TA	Program Contact (Name)	Change in program management/ host agency	2) New Program start-up	3) PM orientation/ needs assessment	4) Challenges meeting performance standards, indicators, and targets		6) Other	Primary TA Contact(s)	TA Form in Folder	Link to TA Form	Plan due (2 weeks after TA request)	TA Plan Discussion Date (actually occurred)	TA Plan updated in form	Most Recent TA Follow Up Date		TA Close Date	Follow up question sent to program	Report Out in CA date (if applicable)	Other Notes
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