Tribal Accreditation Learning Community
JULY 20, 2020

To join by phone:

1-877-668-4493
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TOPIC:

WORK PLAN WORKSHOP-DEVELOPING A SUCCESSFUL WORK PLAN

SPEAKER:

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PUBLIC HEALTH PROJECT MANAGER,

NATIONAL INDIAN HEALTH BOARD

National Indian Health Board

TALC Webinar Protocols

- ▶ The meeting will be recorded.
- ▶ Please keep your phones on mute to minimize background noise.
- ▶ Use the chat box anytime or the phone line for questions during the Q&A
- ▶ Feel free to ask questions of other people on the line as well
- ▶ A post webinar evaluation survey will pop up when you leave the meeting, please fill that out

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Intent of Strong Systems, Stronger Community (SSSC)

► Provide support for efforts in Tribal public health performance and system improvements

► Provide support for quality improvement activities

► Provide support for public health accreditation efforts in Indian country

► Support project outcomes including increased performance improvement practice, increased innovation in response to system integration challenges, and progress toward national public health standards

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Options for SSSC Award

- 2 funding opportunities with separate applications:
  - Self Assessment Award:
    - For Tribes new to Public Health Accreditation and PI:
  - Performance Improvement/Systems Improvement (PI/SI) cohort
    - Most of the funding categories are aligned with the PHAB domains
    - Systems Improvement Category

Options of SSSC Award

Examples of PI or SI projects include:

Examples of PI or SI projects include:

Performance Improvement Examples	System Improvement Examples

• Tribal Health Assessments
• Tribal Health Improvement Plans
• Workforce Development Plans
• Performance Management Systems
• Quality Improvement Plans
• Departmental Strategic Plans
• Documentation Review/Mock Site Visits
• Stakeholder and Community Engagement Activities
	• Projects that build partnerships between public health programs and other Tribal departments such as…
	   o Environmental Protection
	   o First Responders
	   o Social Services
	   o Healthcare services
	   o Criminal Justice
	• Projects to develop new public health programs within or in partnership with the healthcare system
	• Projects that work on healthcare transformation and/or improve access to care

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Developing a Workplan for PI/SI/Accreditation

► Sample Workplans (CHA, CHIP, QI Project, Strategic Plan): https://www.nihb.org/tribalasi/tribal_asi_tools.php

► SMART Objectives: https://www.nihb.org/covid-19/wp-content/uploads/2020/05/Refresher-on-SMART-Objectives.pdf

► Tips for Writing Objectives and Outcomes: https://www.nihb.org/covid-19/wp-content/uploads/2020/05/Tips-for-Writing-Activites-and-Outcomes.pdf

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Creating a Workplan

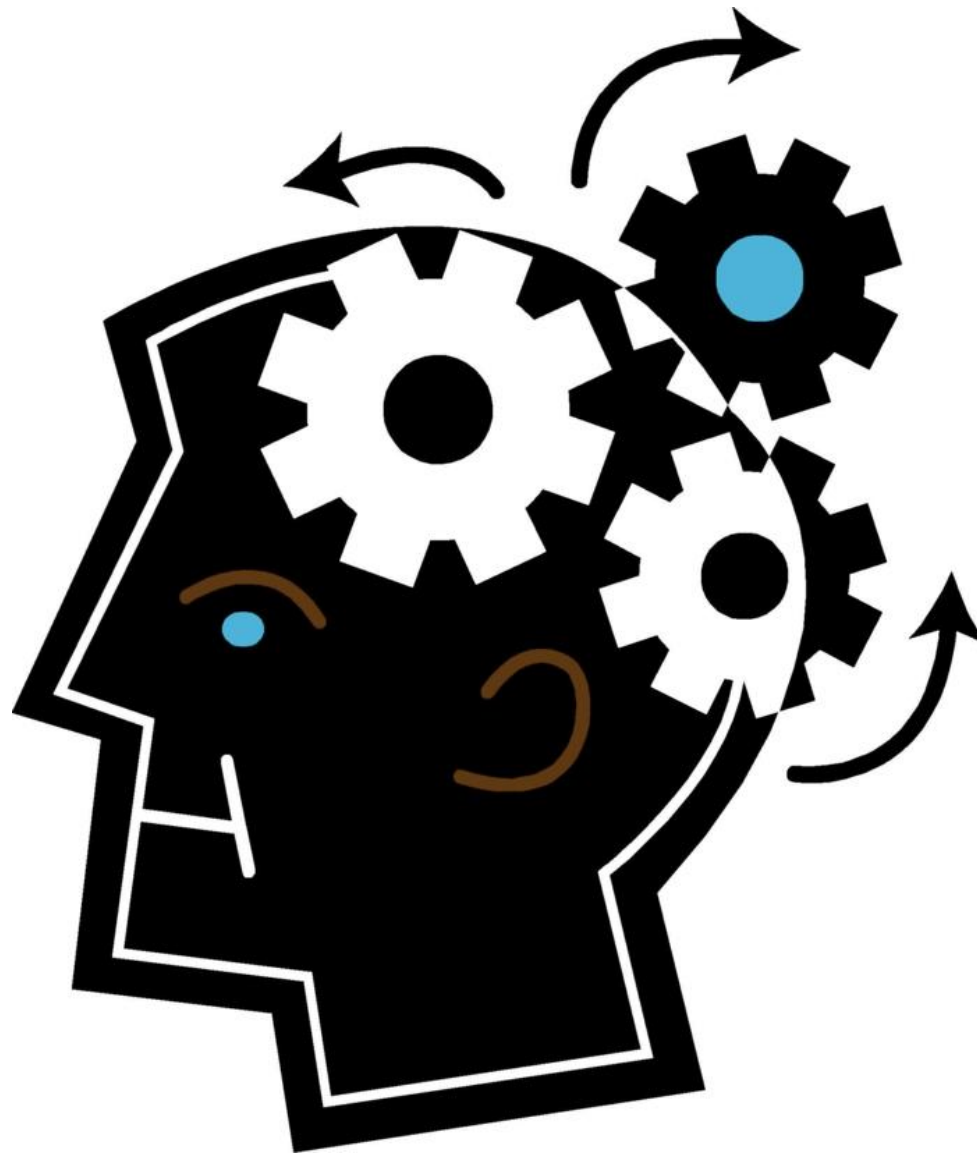Courtney Wheeler

Public Health Program Manager, NIHB

July 20, 2020

Overview

- Welcome
- Logic Models
- Workplans
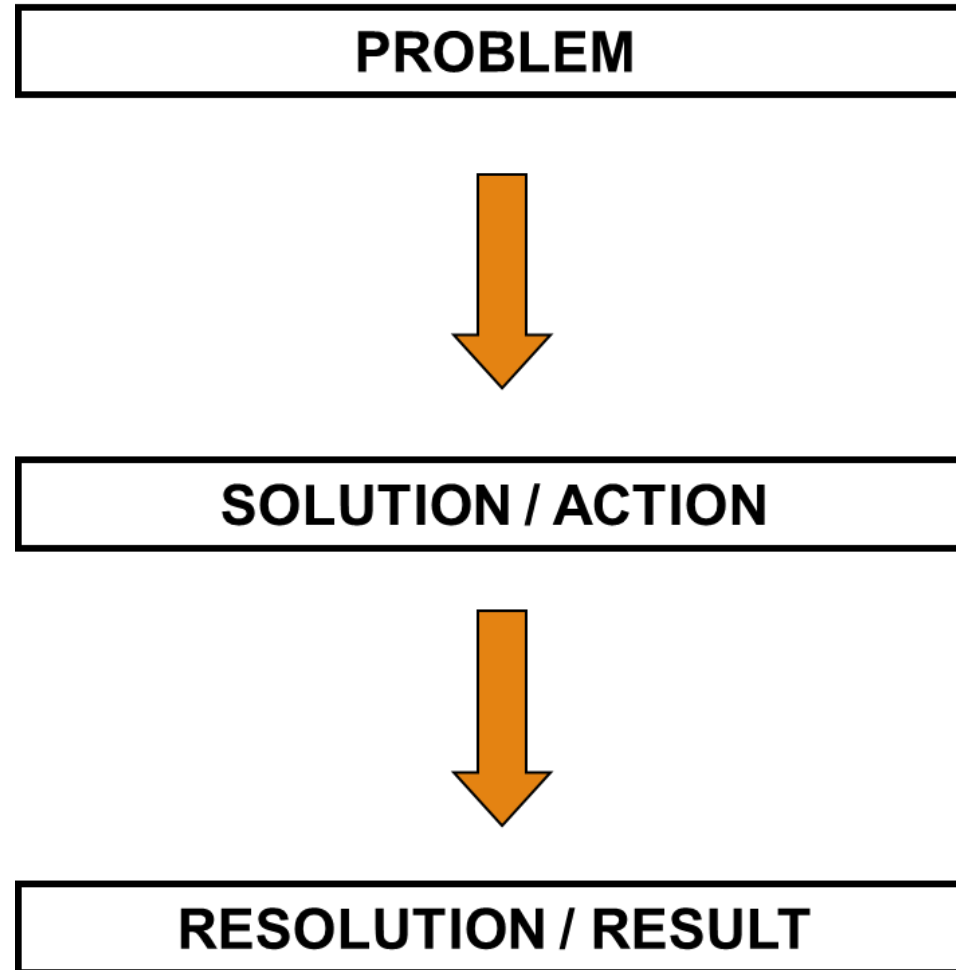- Questions

Logic Models

What is a Logic Model?

A logic model describes the main elements of an intervention and how they sequentially work together to address a specific problem or issue in a given population
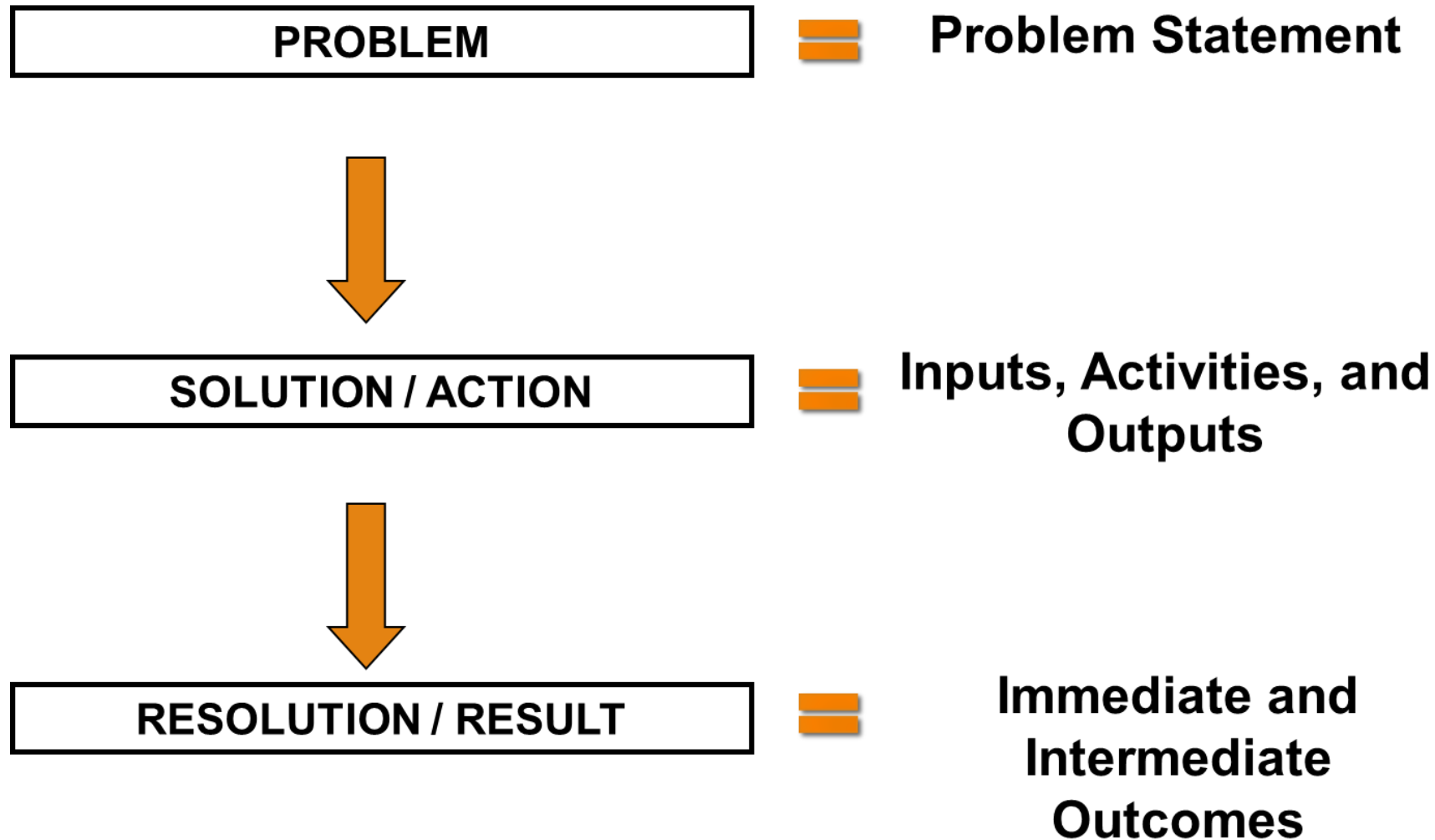
Logic Models

- Are simply a picture that describes a program and its inner workings
  - Flow chart
  - Diagram

- **Are made far more complicated than they need to be**

- Can depict different relationships
  - Cause-effect
  - Strategy
  - Program logic models
    - In public health, these generally focus on BEHAVIOR or HEALTH CHANGE

Logical Progression to Solving a Problem

PROBLEM

SOLUTION / ACTION

RESOLUTION / RESULT

Elements of a Logic Model

| PROBLEM | = | **Problem Statement** |

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| SOLUTION / ACTION | = | **Inputs, Activities, and Outputs** |

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| RESOLUTION / RESULT | = | **Immediate and Intermediate Outcomes** |

Flow of Logic Model

Definition of Logic Model Components

Problem Statement

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Inputs   Activities   Outputs

↓

Outcomes

Immediate   Intermediate

↓

Impacts
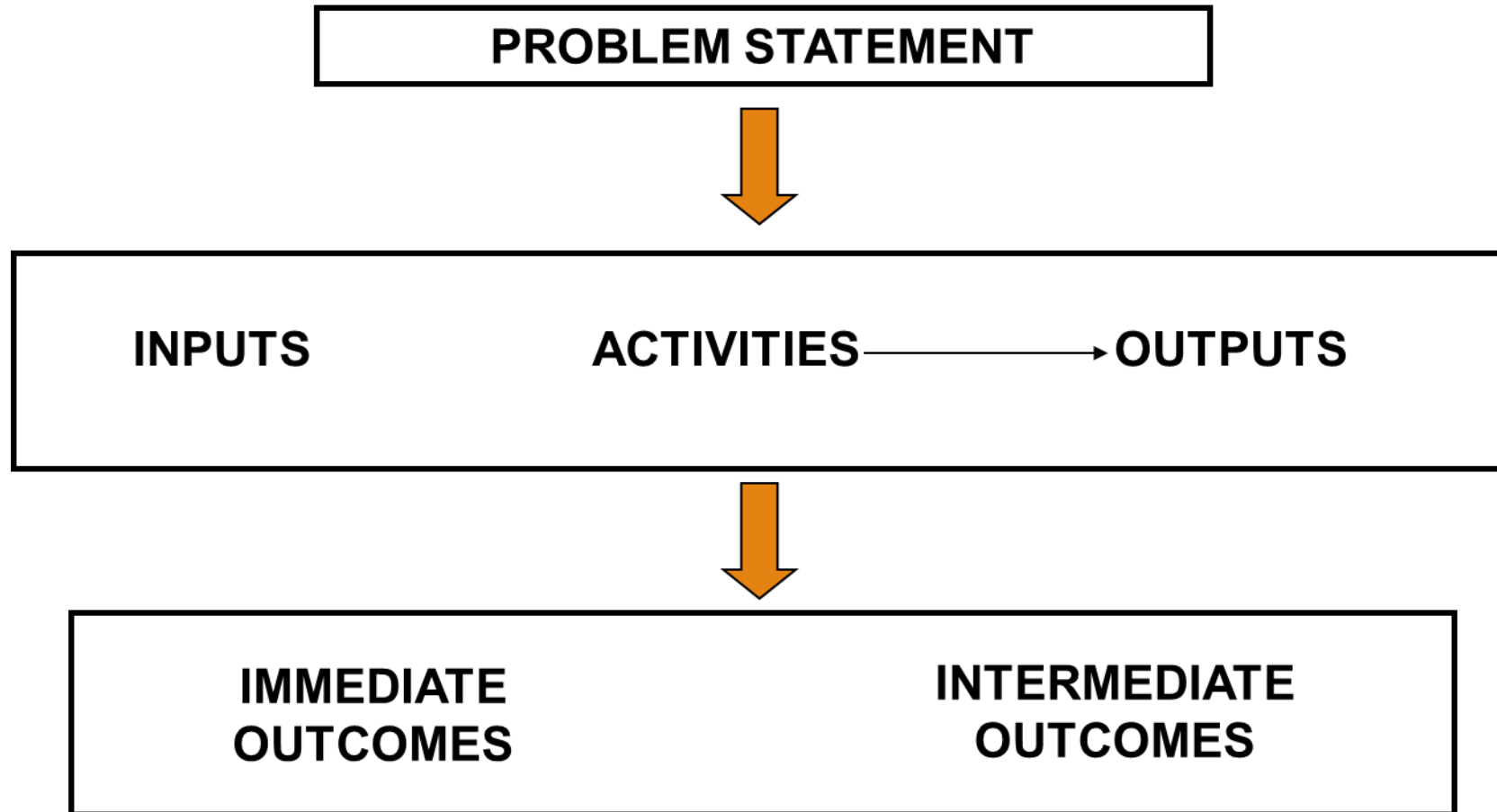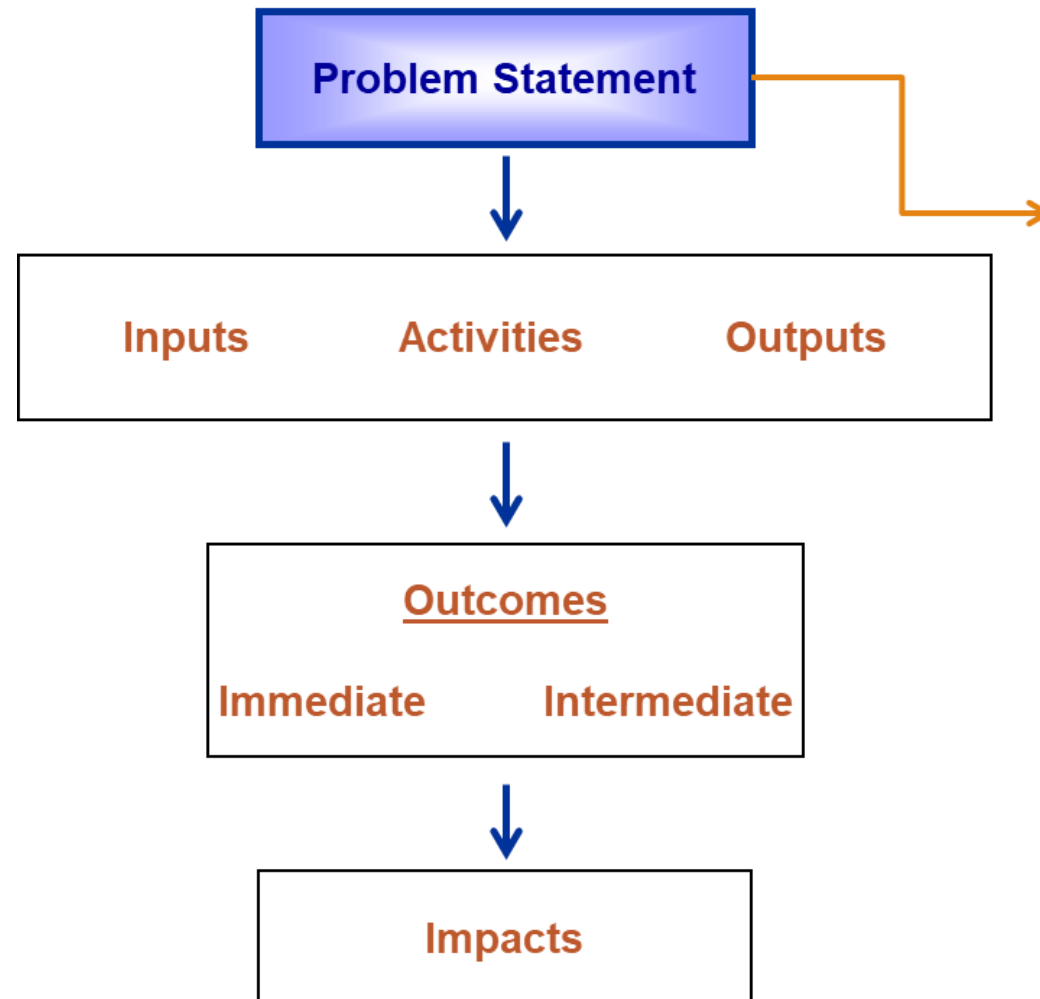
**Problem Statement:** Description of the behaviors, causes, and context placing a specific population at risk.

Causes that put a population at risk may include: knowledge, attitudes, beliefs, behaviors, skills, access, policies, or environmental conditions.

The problem statement should be the result of an assessment or research.

Definition of Logic Model Components

Problem Statement

↓

Inputs   Activities   Outputs

↓

Outcomes

Immediate   Intermediate

↓

Impacts
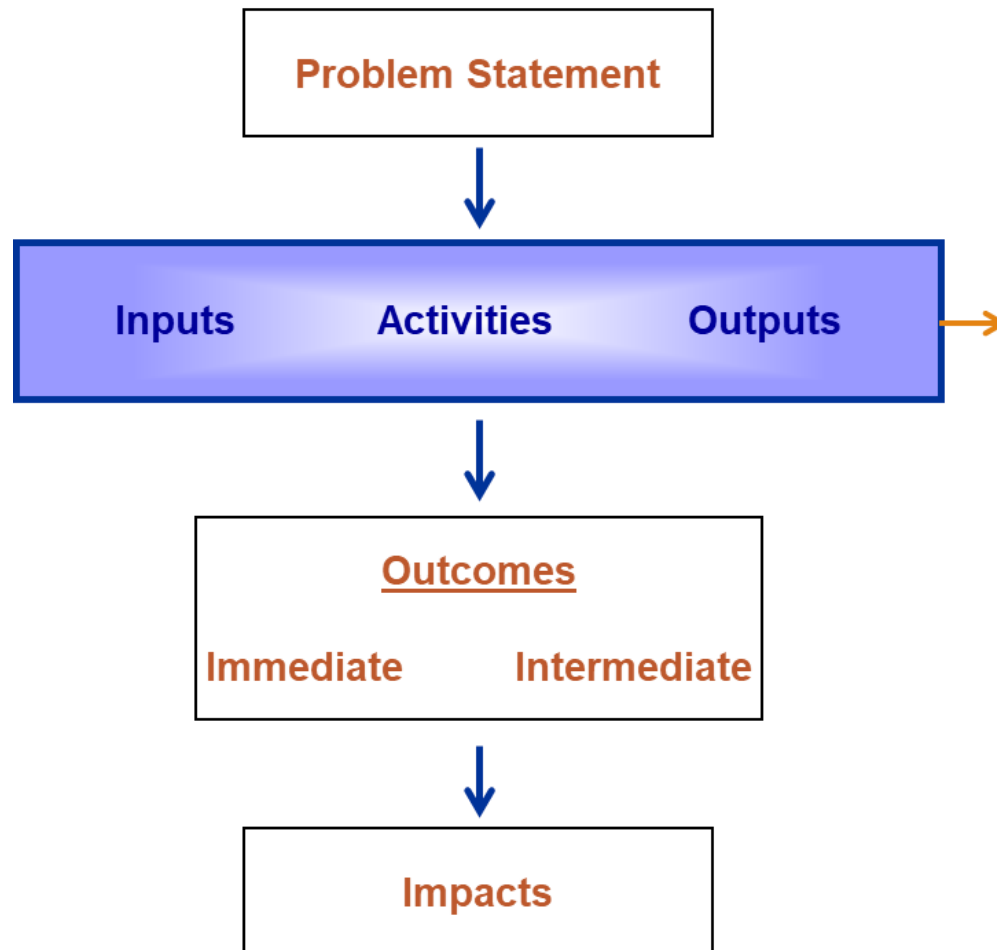
- Inputs: Resources used in a program (such as money, staff, curricula, and materials)

- Activities: Services that the project or intervention provides to address the issue (such as outreach, materials distribution, counseling sessions, workshops, and training)

- Outputs: Direct products or deliverables of the project or intervention activities (such as intervention sessions completed, people reached, and materials distributed)

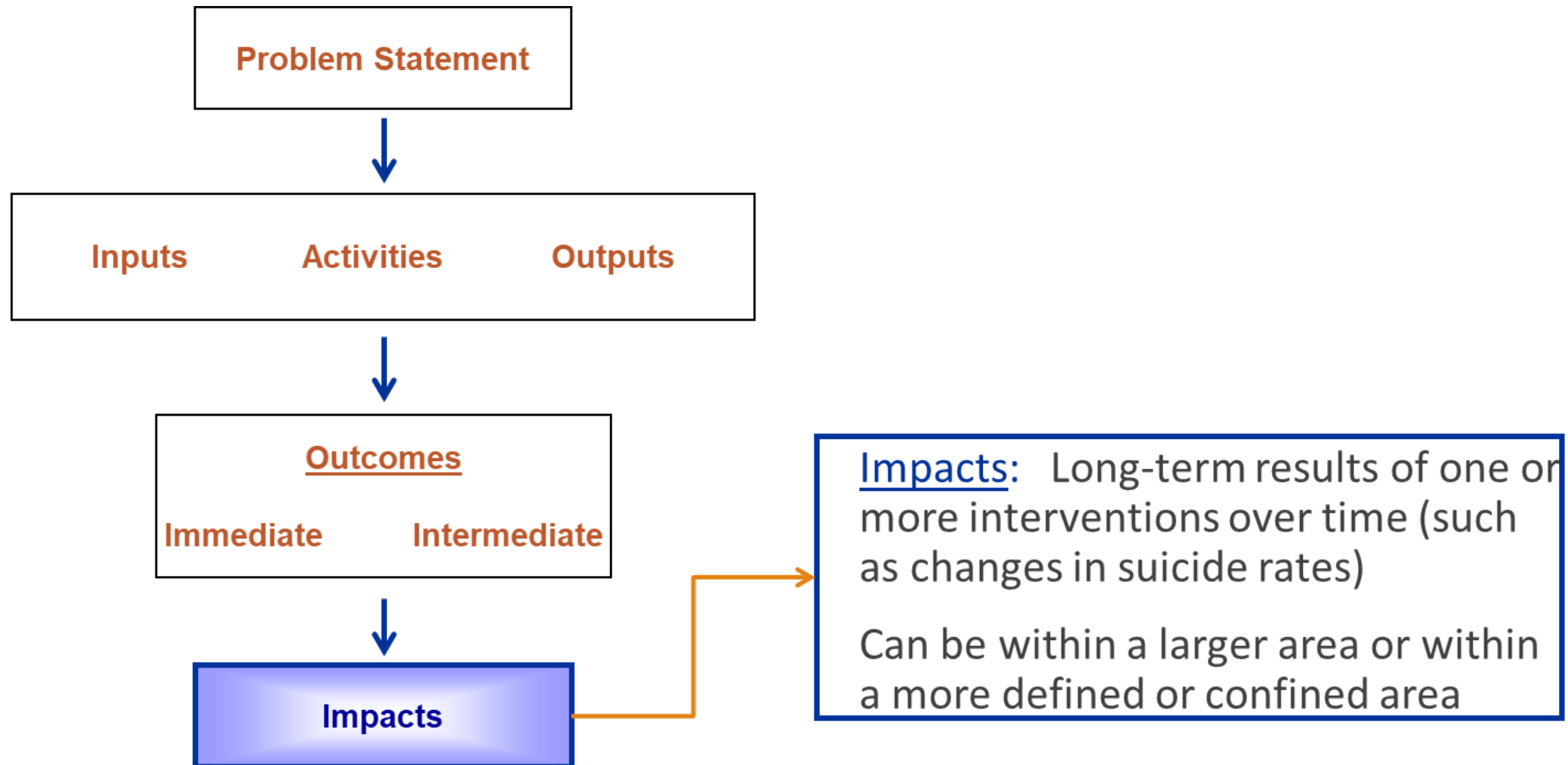# Definition of Logic Model Components

Problem Statement

Inputs   Activities   Outputs

Outcomes

Immediate   Intermediate

Impacts

- Immediate Outcomes: Instant results of the intervention (such as changes in knowledge, attitudes, beliefs, and skills)

- Intermediate Outcomes: Results that occur some time after the intervention is completed (such as changes in behaviors, skills, access, policies, and environmental conditions)

Definition of Logic Model Components

Problem Statement

Inputs   Activities   Outputs

Outcomes

Immediate   Intermediate

Impacts

Impacts: Long-term results of one or more interventions over time (such as changes in suicide rates)

Can be within a larger area or within a more defined or confined area

Logic Model Structure

- The structure of a logic model is flexible
  - Does not have to be so linear and Western in its approach

- As long as the following components are included:
  - Problem Statement
  - Inputs, Activities, Outputs
  - Immediate and Intermediate Outcomes
  - Impacts

Using the Logic Model to Construct a Workplan

- Using the activities component, begin to construct incremental tasks needed to accomplish each activity

- Doing the workplan will also help you to determine how many staff and other resources are needed to accomplish each activity

- The activities can then be grouped into objectives and goals
  - Which should align with the outcomes in the logic model

Workplan

Workplan Components

- **Project goal**
- Individual objectives
- Activities/Tasks
- Lead Person
- Timeline

Step 1: Define the end goal

SMART Goals

Workplan Components

- Project goal
- Individual objectives
- Activities/Tasks
- Lead Person
- Timeline

Sample Objective

Original

- Assist people with dementia in remaining at home and provide caregiver support

Rewrite

- Assist people with dementia to remain independent at home by providing them with home and community based services
- Provide caregiver support through respite services and caregiver training

Workplan Components

- Project goal
- Individual objectives
- Activities/Tasks
- Lead Person
- Timeline

Step 2: List the Steps to Follow

- Make sure that the entire team is involved in this process and has access to the document.

Task	Assigned to	Due Date

Step 3: Prioritize Tasks

- Reorganize the list by prioritizing the tasks

Task	Assigned to	Due Date

Sample Activity

Original

- Provide respite services

Rewrite

- Provide respite services to caregiving families in Forester and Omni Counties

Sample Tasks

Original

- Identify and refer families for respite program

Rewrite

- Develop criteria for program participation
- Identify potential participants from existing clients receiving case management and through outreach to other community partners
- Screen and enroll interested participants in one of the 5 designated respite program sites

Workplan Components

- Project goal
- Individual objectives
- Activities/Tasks
- Lead Person
- Timeline

Step 4: Identify Resources

- Ensure that you have all the necessary resources
- If you are missing resource come up with a plan to acquire them
- Consider your project budget during this step

Workplan Components

- Project goal

- Individual objectives

- Activities/Tasks

- Lead Person

- Timeline
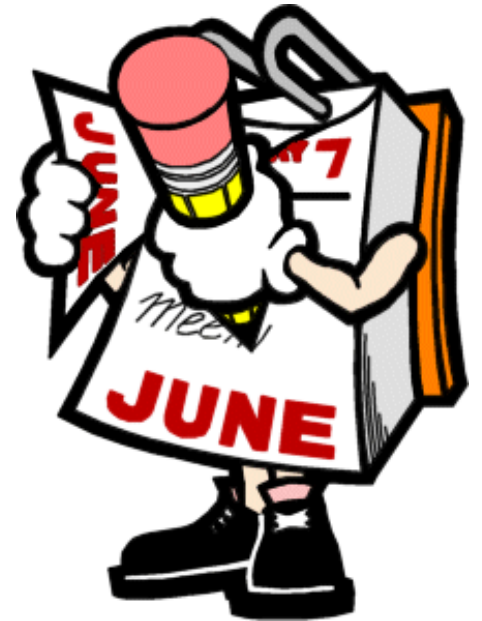
Step 5: Create your Workplan

- Make sure that the entire team is involved in this process and has access to the document.

Tips for Writing an Effective Workplan

- Be specific

- Allow sufficient time for planning, contracts and training

- Find someone who can review objectively

Step 6: Monitor and Update

- Evaluate the progress you've made.

- Mark activities that are completed as done on the workplan

- Update the workplan accordingly

Thank you!

TALC will resume next fall.

Additional TALC sessions may be added based on need.

Contact Sprice@nihb.org for more information.

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