

Appendix 6.3a CHAPS Action Plan

Phase VI: Develop a Local Public Health Improvement Plan

Community Name:

PRIORITY: What you are trying to improve

STRATEGY: How you will improve this priority?

Major Indicators: What you will measure

- 1)
- 2)
- 3)

Lead Entity:

Supporting Entities:

Five Year Goal(s)	SMART Objectives	Action Steps (Activities)	Organization Responsible	Completion Date	Status
What you will do to accomplish your strategy	Specific, Measurable, Achievable, Realistic, Time-bound Objectives				

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Insert full name of priority area:

Planning Period:

CONTEXT:

(This section should provide some initial context to the reader about why you are undertaking the work described below. For example, you may want to briefly describe the link to higher level goals (CDPHE “Winnables”, HP 2020 objectives, eliminating health disparities, addressing the social determinants of health, etc.), describe the political environment, describe previous progress made, explain your theoretical framework, etc. Consider borrowing from the external factors, rationale, and logic assumptions boxes in your logic model.)

GOAL(S):	Data Source(s)
G1	(Enter mid-term outcomes and long-term impact from the right side of your logic model here in SMART form (specific, measurable, action-oriented, realistic, time-bound) to create goals. For example, “Reduce the prevalence of obesity in adults in Colorado from X% to Y% by (date 5-10 years out).” Your objectives (below) are the anchor for your work plan, so if one objective will influence more than one long-term goal, it is appropriate to enter more than one goal in this section. Delete unneeded rows.)
G2	
G3	

Appendix 6.3b CHAPS Action Plan Template (continued)

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Objective A: (Create a SMART objective from the short term outcomes in your logic model here. Add sections, as necessary, to accommodate the number of objectives required. You may have more than one objective per strategy or outcome.)

Lead: (Enter name of person responsible)

Target Population: (Name the group(s) you are directly impacting through the above objective. For state-level objectives, the target population may be local/community public health, schools, medical professionals, partner organizations, etc.)

Criteria for Success:
(Briefly describe what will be observed if the objective is met successfully)

As Indicated by:
(Describe how criteria will be measured)

Strategy	Milestones/Key Activities	Target Completion Date	Responsible Persons/Group	Monitoring Plan
(Enter the strategy from your logic model that addresses Objective A)	(Describe the high level activities you will conduct in order to achieve the objective. Add additional rows, as necessary.)	(Enter targeted due date for this activity)	(Enter responsible party)	(Briefly describe how you will monitor progress on this activity)

Progress Updates

(enter date)	(briefly describe accomplishments to date)
(enter date)	(briefly describe accomplishments to date)
(enter date)	(briefly describe accomplishments to date)
(enter date)	(briefly describe accomplishments to date)

(enter date)	(briefly describe accomplishments to date)
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Appendix 6.3b CHAPS Action Plan Template (continued)

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<p>Objective B: (Create a SMART objective from the short term outcomes in your logic model here. Add sections, as necessary, to accommodate the number of objectives required. You may have more than one objective per strategy or outcome.)</p>	<p>Lead: (Enter name of person responsible)</p>
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Target Population: (Name the group(s) you are directly impacting through the above objective. For state-level objectives, the target population may be local/community public health, schools, medical professionals, partner organizations, etc.)

<p>Criteria for Success: (Briefly describe what will be observed if the objective is met successfully)</p>	<p>As Indicated by: (Describe how criteria will be measured)</p>
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Strategy	Milestones/Key Activities	Target Completion Date	Responsible Persons/Group	Monitoring Plan
(Enter the strategy from your logic model that addresses Objective B)	(Describe the high level activities you will conduct in order to achieve the objective. Add additional rows, as necessary.)	(Enter targeted due date for this activity)	(Enter responsible party)	(Briefly describe how you will monitor progress on this activity)

Progress Updates

(enter date)	(briefly describe accomplishments to date)
(enter date)	(briefly describe accomplishments to date)
(enter date)	(briefly describe accomplishments to date)

(enter date)	(briefly describe accomplishments to date)
(enter date)	(briefly describe accomplishments to date)

Appendix 6.3b CHAPS Action Plan Template (continued)

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<p>Objective C: (Create a SMART objective from the short term outcomes in your logic model here. Add sections, as necessary, to accommodate the number of objectives required. You may have more than one objective per strategy or outcome.)</p>	<p>Lead: (Enter name of person responsible)</p>
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Target Population: (Name the group(s) you are directly impacting through the above objective. For state-level objectives, the target population may be local/community public health, schools, medical professionals, partner organizations, etc.)

<p>Criteria for Success: (Briefly describe what will be observed if the objective is met successfully)</p>	<p>As Indicated by: (Describe how criteria will be measured)</p>
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Strategy	Milestones/Key Activities	Target Completion Date	Responsible Persons/Group	Monitoring Plan
(Enter the strategy from your logic model that addresses Objective C)	(Describe the high level activities you will conduct in order to achieve the objective. Add additional rows, as necessary.)	(Enter targeted due date for this activity)	(Enter responsible party)	(Briefly describe how you will monitor progress on this activity)

Progress Updates

(enter date)	(briefly describe accomplishments to date)
(enter date)	(briefly describe accomplishments to date)

(enter date)	(briefly describe accomplishments to date)
(enter date)	(briefly describe accomplishments to date)
(enter date)	(briefly describe accomplishments to date)

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Evaluation Planning (If there is ongoing evaluation for any of your strategies, use this section to map out activities for evaluation planning or data analysis. If not, leave this section blank. Evaluation planning will be addressed during future Obesity Integration Project activities.)

Key Activities (Note: The activities below are fairly standard from project to project; however, they may be modified if appropriate. For example, if EPE recommends an external contractor after the engagement meeting, you may add activities related to the contracting process.)		Target End Date	Responsible Persons/Group
EP1			
EP2			
EP3			
EP4			
EP5			
EP6			

Evaluation Implementation (Initially, this section may be blank. It is intended to capture evaluation or data analysis activities that will be the responsibility of program staff to implement. For example, if a comparison group is being used in the evaluation design, the program may be responsible for discussing the project and securing commitment from the director of the comparison agency.)

Key Activities	Target End Date	Responsible Persons/Group

E11			
E12			
E13			

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Budget Information

Program Budget	Data and Evaluation Budget
(Describe the total dollars and FTE available, after subtracting indirect costs, to implement the programmatic activities in this action plan. Include the funding source(s) and amounts for the work.)	(Describe the total dollars available for data and evaluation activities, either through EPE or external contracts. Include the funding source(s). Programs are required to consult with EPE prior to entering into a contract for data or evaluation services.)

General Information

Primary Contact (enter name of person responsible for this action plan)	Integration Points: (Briefly describe how this work is integrated with work occurring elsewhere in PSD or CDPHE.)
Phone Number: (enter phone number of lead)	Link with Health Equity: (Briefly describe any health disparities that are prioritized and addressed through this priority.)
	Strategic Partner(s): (List any partners who will be actively involved in carrying out the work associated with this plan.)
	Key Stakeholders: (List any stakeholders who hold an interest in the work, and whose input/feedback will be important in carrying out the plan.)

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Additional Information

Outcomes to be addressed in years 2 and 3 (and beyond) (For short term outcomes in your logic model that will not be accomplished in year 1, create SMART objectives for them here. If needed, write any objectives that build on year 1 accomplishments.)

Year 2 “Parking lot” objectives:

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Year 3 “Parking lot” objectives:

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Future Years “Parking lot” objectives:

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Source: CDPHE, EPE