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2023-02

DATE: May 30, 2023
TO: Local Oral Health Programs
SUBJECT: Implementation Plan Instructions

Purpose

The following Work Plan Activity requires an Implementation Plan: 2.1.b (F) Community-clinical linkages (Due June 30, 2023) and 3.2.e (A) Key partner training ([Due June 30, 2025](#)).

Develop an implementation plan that includes:

- A logic model, incremental 5-year goals to increase the number of children and the services provided each year, and SMARTIE objectives
- Sustainability: Identify inter-departmental, local, and state-wide resources. Gather data to be ready for funding opportunities
- Quality Improvement (QI) strategies: Identify Performance Measures that you would like to incorporate. Identify QI strategies to improve performance
- Performance measures

This document addresses one part of impactful action planning: a well-thought-out implementation plan. You may have already created some of the critical parts of this plan: priority areas and broad goals. An implementation plan should describe the logical sequence of events that will result in the change you desire.

The template offers more detail including:

- Specific and measurable objectives
- Strategies that are evidence based
- Specific action steps with accountabilities, deadlines and resources needed



Implementation Plan Instructions

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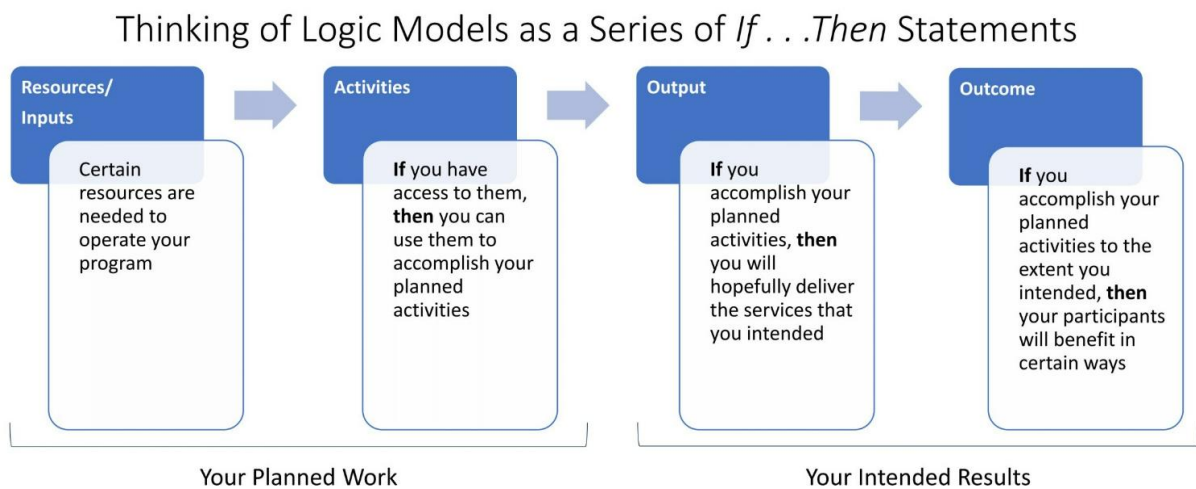
The template can help your LOHP create a plan that is focused, evidence-based and help you to stay on track. Be sure to engage community leaders and members concerned with each issue at every stage, including the planning phase. Their involvement will help to assure strategies fit the target population and will leverage ongoing support of the work during implementation. Once complete, your LOHP and the community will move into implementation where you will use your plan as a foundation for monitoring, evaluation, and communicating progress. Using the template is optional.

A logic model illustrates the association between your program's resources, activities, and intended outcomes. Logic models can:

- Vary in size and complexity
- Focus on a specific aspect of your program, such as a single evaluation question or objective, or encompass the entire program
- Be used to develop evaluation plans
- Be revised and updated to reflect changes in activities, new evidence, and lessons learned

Logic models are useful tools for program planning and evaluation because they:

- Guide staff in thinking about and evaluating their program
- Identify assumptions and potential challenges
- Assist in identifying intended programmatic outcomes
- Organize, connect, and identify gaps in evaluation efforts



SMARTIE Goals

A Powerful Tool for Informing CCO Deliverables

What is a SMARTIE Goal?

Specific	Measurable	Action-Oriented	Relevant	Time-Bound	Inclusive	Equitable
S	M	A	R	T	I	E
What is it you want to achieve? Consider including the 5Ws: what, why, who, where, and when.	How will you know when you have achieved your goal? To be able to track progress and to measure the result of your goal, consider: how much or how many?	To keep you motivated toward attaining your goal, are there identifiable intermediate actions or milestones?	What results can realistically be achieved given your available resources, including people, knowledge, money, and time?	What is an appropriate deadline for achieving your goal? How will you track progress?	How will you include disproportionately affected people into processes, activities, and decision making in a way that shares power?	How will you include an element of fairness or justice that seeks to address systemic injustice, inequity, or oppression?

SMART to SMARTIE Goal: An Example



Implementation Plan Template

An Implementation Plan Template is available for you to download. The template can be adapted to fit the need for your LOHP. Complete one template for each priority area; add sections for additional goals or objectives as needed. Please know that you are not required to use this template, but it is provided if you would like to.

Pages 4-6 provide you an Implementation Plan example.

EXAMPLE

**ABC County Health Improvement Process
Implementation Plan**

Date Created:

Date Reviewed/Updated:

PRIORITY AREA: Nutrition & Physical Activity
GOAL: ABC County will implement policies that support residents in achieving a healthy diet and increased physical activity.

PERFORMANCE MEASURES How We Will Know We are Making a Difference		
Short Term Indicators	Source	Frequency
By DATE, decrease the % of adults engaging in no physical activity from x% to y%	BRFS	Annual
By DATE, decrease the % of adults eating less than 5 servings of fruits/vegetables daily from x% to y%	BRFS	Annual
By DATE, increase the percentage of WIC infants ever breastfed from x% to y%	DHS (PedNSS)	Annual

Long Term Indicators	Source	Frequency
By DATE, decrease the percentage of overweight adult from x% to y%	BRFS	Annual
By DATE, decrease the percentage of obese adults from x% to y%	CHR	Annual

<p>OBJECTIVE #1: By DATE, increase the number of municipalities that are working towards adopting local complete street policies from # to #</p>
<p>BACKGROUND ON STRATEGY Source: Complete Streets Program http://www.completestreets.org/ Evidence Base: “Urban design and land use policies” recommended by The Guide to Community Preventive Services</p>

ACTION PLAN					
Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result	Progress Notes
Attend training on WI’s complete street legislation and assess expected impact on ABC County by discussing with Highway Dept.	12/31/12	Staff time Travel	Amy Adams, ABC Health Department	Increased knowledge Written resources Assessment of impact	
Finish photovoice project, targeting the communities of X, Y, and Z	4/30/13	Staff time Volunteer time Travel Cameras	Amy Adams and Physical Activity Team Volunteers	Photo display/ presentation for each community	

Activity	Target Date	Resources Required	Lead Person/ Organization	Anticipated Product or Result	Progress Notes
Find at least 1 street/road in each community and graphically design a complete street.	4/30/13	Staff time	Amy Adams	Graphic presentation of desired design for each community's selected street	
Conduct walkability/ bike ability checklists in those communities.	5/31/13	Staff time Volunteer time Travel	Amy Adams and Physical Activity Team Volunteers	Completed assessment for each community	
Create a presentation for city councils about the new state law, using photovoice and complete street pictures.	8/30/13	Staff time	Susie Smith, ABC Health Officer Terri Thomas, ABC Hospital	PowerPoint presentation and packet of materials	
Present to city councils and invite to go on a walk audit.	10/31/13	Staff time	Susie Smith Terri Thomas	Presentation and walk audit completed	

References:

[CDC Evaluation Tools: Logic Models](#)

[COHTAC Webinar Slides: Community-Clinical Linkages: Implementing School-Based/Linked Programs](#)

<https://ctb.ku.edu/en/table-of-contents/structure/strategic-planning/create-objectives/main>

<https://www.oregon.gov/oha/hpa/dsi-tc/pages/smartie-goals.aspx>