

## Action Plan

### Workplan Objective/Activity Description

- Activity 5.2.a, Oral Health Literacy  
Develop action plan to support and sustain an oral health literate workforce.  
  
(A) Action Plan  
Refer to the [Oral Health Literacy Toolkit Training](#) and [COHTAC Action Plan](#)
- Activity 7.1.g, Oral Health Networks  
Develop an action plan to support oral health improvements; identify short, medium, long-term objectives.  
(A) Action Plan Summary
- Activity 1.4.c, CHIP  
Develop a new or update an existing community health improvement plan (CHIP)  
Identify action steps:
  - o The action or change will occur
  - o Who will carry it out
  - o When will it take place, and for how long
  - o What resources (i.e., money, staff) are needed to carry out the change
  - o Communication (who should know what)

Refer to [Community Health Improvement Plan \(CHIP\) Updating Program Letter 2023-03](#)

(A) Action Plan developed by workgroup that identifies the “what, who, when, how long, resources, and communication” aspects of the Action Plan

For your convenience we have added instructions for related objectives due later. These objectives may be incorporated to the plan when they are due.

### Deliverable Instructions

An action plan in oral health programs is a structured approach to improving dental and oral health outcomes within a community. It outlines specific activities, such as educational campaigns, preventive services, and access to dental care. The plan also identifies necessary resources, sets timelines, and assigns responsibilities to partners. This ensures a focused, measurable, and organized effort to address oral health challenges effectively.

Refer to the [Community Tool Box Section 5: Developing an Action Plan](#) to learn:

- What the criteria are for a good action plan
- Why you should develop an action plan
- When you should create an action plan
- How to write an action plan
- [Action Plan Example](#)

## Action Plan Check List

**This checklist helps ensure diverse perspectives and collaborative input for a comprehensive action plan:**

- Identify Key Stakeholders: Determine the individuals and sectors within the community who should be involved in creating solutions
- Establish a Planning Group: Convene a dedicated team within your community to design the action plan
- Invite the Following Groups to Contribute:
  - Influential representatives from all affected groups
  - Individuals directly impacted by the problem or issue
  - Members of grassroots organizations actively engaged in the community
  - Representatives from ethnic and cultural groups within the community
  - Various community sectors, such as:
    - Media and business professionals
    - Leaders from community and religious organizations
    - Representatives from schools and youth-focused organizations
    - Members of social service and health organizations
- Review: Ensure clarity and alignment of the vision, mission, objectives, strategies, targets, agents of change, and the community sectors to involve
- Develop: Create a detailed action plan outlining steps for each desired change
- Evaluate: Assess the plan—confirm that it's complete, clear, and up to date
- Follow Through: Execute the plan as outlined to achieve the intended goals
- Communicate: Keep all members informed on progress and updates
- Track Progress: Monitor activities and evaluate their success and effectiveness
- Celebrate: Acknowledge and celebrate accomplishments to sustain morale and momentum

### **Tips for successful planning meetings:**

- Foster Inclusivity: Ensure diverse voices are represented and valued
- Establish Comfort: Create a safe, welcoming environment for all participants
- Anticipate Conflict: Be prepared to navigate and address disagreements constructively
- Work Efficiently: Stay focused and make the most of the time available
- Document Outcomes: Accurately record key points and decisions made during the meeting
- Share Results: Distribute the finalized plan after group review and approval
- Encourage Collaboration: Provide support and motivation to group members throughout the process

### **For each action or change to be accomplished:**

- Define the Action: Specify what change or action will occur
- Assign Responsibility: Identify who will carry out the action
- Set a Timeline: Determine by when and for how long the action should take place
- Gather Resources: List what resources are needed to implement the change
- Communicate: Decide who needs to be informed and what they need to know

### **Ensure the Action Plan Meets These Criteria:**

- Complete: Covers all necessary details
- Clear: Easy to understand and follow
- Current: Up to date with the latest information and context

### **Steps to Conclude the Process:**

- Review Thoroughly: Carefully evaluate the finalized action plan for accuracy and completeness.

- Follow Through: Implement the plan and stay committed to achieving the outlined goals.
- Keep Everyone Informed: Maintain open communication with stakeholders about progress and updates.
- Track Performance: Monitor activities and measure how effectively they're being executed.
- Maintain Accountability:
  - Schedule regular phone check-ins.
  - Share progress reports during meetings
  - Celebrate Success: Recognize and honor accomplishments to boost morale and momentum.

### **Action Plan: Final Steps**

- Thoroughly Review: Ensure your completed action plan is detailed, accurate, and actionable.
- Follow Through: Commit to implementing the plan effectively
- Keep Everyone Informed: Maintain open communication to update all stakeholders on progress.
- Track Progress: Monitor activities and evaluate performance to measure success.

### **Accountability Measures:**

- Regular Check-ins: Conduct consistent phone calls to ensure accountability.
- Progress Reports: Share updates during meetings to track achievements.
- Celebrate Successes: Acknowledge and celebrate accomplishments to foster motivation and continued engagement.

**Action Plan Template for [Community or Initiative Name]**

Community Focus Area: \_\_\_\_\_  
 Community Change to Be Sought: \_\_\_\_\_  
 Collaborating Organization(s) Group(s): \_\_\_\_\_  
 Community Sector \_\_\_\_\_

**ACTION STEPS**

Action Steps	By Whom	By When	Resources and Support Available/Needed		Potential Barriers or Resistance and Possible Solutions	Communication Plan for Implementation
What needs to be done?	Who will take actions?	By what date will the action be done?	Resources Available	Resources Needed (financial, human, political, and other)	What individuals/ organizations might resist? How? What are potential solutions to these barriers?	What individuals and organizations should be informed about/involved with these actions?
Step 1: By _____						
Step 2: By _____						

Action Steps	By Whom	By When	Resources and Support Available/Needed		Potential Barriers or Resistance and Possible Solutions	Communication Plan for Implementation
Step 3: By _____						
Step 4: By _____						

### Resources

1. [CDPH Toolkit Action Plan 210609 Final.pdf](#)
2. [PL 2023-03 Community Health Improvement Plan \(CHIP\) Updating](#)