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| CDC logo | HHS logo |

**Work Plan Template: Basic**

**[Insert Applicant Name]**

**Year 1 Reporting Period: 7/1/2013 – 6/30/2014**

**Instructions:**

**GENERAL**

* Applicants should use the Template to document their detailed work plan for Year 1 of the award and provide a general summary of work plan activities for Years 2-5 in narrative form.
* The applicant’s work plan for the Basic Component should include work in all 7 strategy areas and report on all performance measures contained in the Basic Component Table in the FOA. The Template is pre-populated with the 7 strategies and the performance measures that align with each.
* In support of work on the strategies and performance measures listed on the Basic Component Table, applicants are expected to conduct cross-cutting, core public health activities (partnership engagement, workforce development, provision of guidance and support for programmatic efforts, strategic communication, evaluation, surveillance, and epidemiology) as described in the FOA. Key work proposed in these areas may be included in the Activities section of the Template for Year 1and in the narrative summary of work plan activities for Years 2-5.

**Completing the Basic Work Plan Template**

**For each strategy listed on the template, complete the following information:**

* **SCOPE**: Specify the scope of your work in the strategy. From the list provided, check the one area that best applies.
* **SETTING**: Specify the setting(s) for your work in the strategy. Check all that apply.
* **POPULATION OF FOCUS**: Specify the population(s) your work in this strategy will target. Choose from the list provided in Appendix A.
* **SHORT-TERM MEASURES**: The short-term performance measures for each strategy are listed on the Template. For each measure, specify your proposed data source, baseline, target, and timeframe. If you do not currently have data for one or more of these measures, include a brief description of your plans to identify and access these data in your narrative for Years 2-5, and leave the data fields for “Data Source”, “Baseline”, “Target”, and “Timeframe” blank in the Template.
* **ANNUAL ACTIVITIES**: List a limited number of *key* activities you will do during Year 1 to accomplish the performance measures for each strategy. Include information on lead personnel, key contributing partners and contractors, and the quarter in which you will be starting and ending work on each activity. Type this information in the text boxes provided in the Template.

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| **STRATEGY #1:**  | **Promote the adoption of food service guidelines/nutrition standards, which include sodium** |
| DOMAIN:  | [x] Domain 2: Environmental Approaches that Promote Health[ ] Domain 3: Health Systems Interventions[ ] Domain 4: Community-Clinical Linkages |
| SCOPE: | *Select one:* |  |  |
| SETTING: | *Select all that apply:*[ ]  **State Government** [ ]  **Community**[ ]  **Faith-based**  | [ ]  **Health Care**[ ]  **School**[ ]  **Early Care and Education** | [ ]  **Work Site**[ ]  **Other (specify, e.g., transportation sector)** Click here to enter text. |
| POPULATION OF FOCUS: | *List all that apply (Choose from the list provided in Appendix A.)*Click here to enter text. |
| SHORT-TERM MEASURES: | Short-term Performance Measures | Data Source *(Select from Appendix A or specify an alternate data source)* | Baseline | Target | Timeframe |
| Number of local education agencies that received professional development and technical assistance on strategies to create a healthy school nutrition environment  | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Number of students in local education agencies where staff received professional development and technical assistance on strategies to create a healthy school nutrition environment  | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Number of (select either ECEs, worksites, or community settings) that develop and/or adopt policies to implement food service guidelines/nutrition standards, including sodium (cafeterias, vending, snack bars) | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Number of (select adults or youth) that access settings that have developed and/or adopted policies to implement food service guidelines/nutrition standards | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **ANNUAL ACTIVITIES:** |
|  | Activity Description | Lead Personnel Assigned | Key Contributing Partner Assigned | Key Contributing Contractor/Consultant Assigned (if any) | Timeframe:Start Quarter – End Quarter |
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| **STRATEGY #2:**  | **Promote the adoption of physical education/physical activity (PE/PA) in schools** |
| DOMAIN:  | [x] Domain 2: Environmental Approaches that Promote Health[ ] Domain 3: Health Systems Interventions [ ] Domain 4: Community-Clinical Linkages |
| SCOPE: | *Select one:* |  |  |
| SETTING: | *Select all that apply:*[ ]  **State Government** [ ]  **Community**[ ]  **Faith-based**  | [ ]  **Health Care**[ ]  **School**[ ]  **Early Care and Education** | [ ]  **Work Site**[ ]  **Other (specify, e.g., transportation sector)** Click here to enter text. |
| POPULATION OF FOCUS: | *List all that apply (Choose from the list provided in Appendix A.)*Click here to enter text. |
| SHORT-TERM MEASURES: | Short-term Performance Measures | Data Source *(Select from Appendix A or specify an alternate data source)* | Baseline | Target | Timeframe |
| Number of local education agencies where staff received professional development and technical assistance on the development, implementation or evaluation of recess and multi-component physical education policies  | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Number of students in local education agencies where staff received professional development and technical assistance on developing, implementing or evaluating recess and multi-component physical education policies  | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Number of state-level multi-component physical education policies for schools developed and adopted by the state | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Number of state-level recess policies for schools developed and adopted by the state | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **ANNUAL ACTIVITIES:** |
|  | Activity Description | Lead Personnel Assigned | Key Contributing Partner Assigned | Key Contributing Contractor/Consultant Assigned (if any) | Timeframe: Start Quarter – End Quarter |
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| **STRATEGY #3:**  | **Promote the adoption of physical activity (PA) in early care and education (ECE) and worksites** |
| DOMAIN:  | [x] Domain 2: Environmental Approaches that Promote Health[ ] Domain 3: Health Systems Interventions [ ] Domain 4: Community-Clinical Linkages |
| SCOPE: | *Select one:* |  |  |
| SETTING: | *Select all that apply:*[ ]  **State Government** [ ]  **Community**[ ]  **Faith-based**  | [ ]  **Health Care**[ ]  **School**[ ]  **Early Care and Education** | [ ]  **Work Site**[ ]  **Other (specify, e.g., transportation sector)** Click here to enter text. |
| POPULATION OF FOCUS: | *List all that apply (Choose from the list provided in Appendix A.)*Click here to enter text. |
| SHORT-TERM MEASURES: | Short-term Performance Measures | Data Source  | Baseline | Target | Timeframe |
| Number of ECEs that adopt strategies to increase physical activity  | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Number of worksites that adopt strategies to increase physical activity | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Number of children who attend ECEs that adopt strategies to increase physical activity | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Number of employees who work in worksites that adopt strategies to increase physical activity | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **ANNUAL ACTIVITIES:** |
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| **STRATEGY #4:**  | **Promote reporting of blood pressure and A1C measures; and, as able, initiate activities that promote clinical innovations, team-based care, and self-monitoring of blood pressure.** |
| DOMAIN:  | [ ] Domain 2: Environmental Approaches that Promote Health[x] Domain 3: Health Systems Interventions [ ] Domain 4: Community-Clinical Linkages |
| SCOPE: | *Select one:* |  |  |
| SETTING: | *Select all that apply:*[ ]  **State Government** [ ]  **Community**[ ]  **Faith-based**  | [ ]  **Health Care**[ ]  **School**[ ]  **Early Care and Education** | [ ]  **Work Site**[ ]  **Other (specify, e.g., transportation sector)** Click here to enter text. |
| POPULATION OF FOCUS: | *List all that apply (Choose from the list provided in Appendix A.)*Click here to enter text. |
| SHORT-TERM MEASURES: | Short-term Performance Measures | Data Source  | Baseline | Target | Timeframe |
| Proportion of health care systems reporting on National Quality Forum (NQF) Measure 18 | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| (OPTIONAL MEASURE) Proportion of health care systems with policies or systems to encourage a multi-disciplinary team approach to blood pressure control; proportion of patients in health care systems with policies or systems to encourage a multi-disciplinary team approach to blood pressure control; proportion of health care systems with policies or systems to encourage self monitoring of high blood pressure; proportion of patients in health care systems with policies or systems to encourage self monitoring of high blood pressure; proportion of health care systems with electronic health records appropriate for treating patients with high blood pressure; proportion of patients in health care systems with electronic health records appropriate for treating patients with high blood pressure | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| (OPTIONAL MEASURE) Proportion of health care systems reporting on National Quality Forum (NQF) Measure 59 | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **ANNUAL ACTIVITIES:** |
|  | Activity Description | Lead Personnel Assigned | Key Contributing Partner Assigned | Key Contributing Contractor/Consultant Assigned (if any) | Timeframe: Start Quarter – End Quarter |
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| **STRATEGY #5:**  | **Promote awareness of high blood pressure among patients** |
| DOMAIN:  | [ ] Domain 2: Environmental Approaches that Promote Health[ ] Domain 3: Health Systems Interventions [x] Domain 4: Community-Clinical Linkages |
| SCOPE: | *Select one:* |  |  |
| SETTING: | *Select all that apply:*[ ]  **State Government** [ ]  **Community**[ ]  **Faith-based**  | [ ]  **Health Care**[ ]  **School**[ ]  **Early Care and Education** | [ ]  **Work Site**[ ]  **Other (specify, e.g., transportation sector)** Click here to enter text. |
| POPULATION OF FOCUS: | *List all that apply (Choose from the list provided in Appendix A.)*Click here to enter text. |
| SHORT-TERM MEASURES: | Short-term Performance Measures | Data Source *(Select from Appendix A or specify an alternate data source)* | Baseline | Target | Timeframe |
| Proportion of adults in the state aware they have high blood pressure  | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **ANNUAL ACTIVITIES:** |
|  | Activity Description | Lead Personnel Assigned | Key Contributing Partner Assigned | Key Contributing Contractor/ Consultant Assigned (if any) | Timeframe: Start Quarter – End Quarter |
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| **STRATEGY #6:**  | **Promote awareness of prediabetes among people at high risk for type 2 diabetes** |
| DOMAIN:  | [ ] Domain 2: Environmental Approaches that Promote Health[ ] Domain 3: Health Systems Interventions [x] Domain 4: Community-Clinical Linkages |
| SCOPE: | *Select one:* |  |  |
| SETTING: | *Select all that apply:*[ ]  **State Government** [ ]  **Community**[ ]  **Faith-based**  | [ ]  **Health Care**[ ]  **School**[ ]  **Early Care and Education** | [ ]  **Work Site**[ ]  **Other (specify, e.g., transportation sector)** Click here to enter text. |
| POPULATION OF FOCUS: | *List all that apply (Choose from the list provided in Appendix A.)*Click here to enter text. |
| SHORT-TERM MEASURES: | Short-term Performance Measures | Data Source *(Select from Appendix A or specify an alternate data source)* | Baseline | Target | Timeframe |
| Prevalence (%) of people with self-reported prediabetes | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **ANNUAL ACTIVITIES:** |
|  | Activity Description | Lead Personnel Assigned | Key Contributing Partner Assigned | Key Contributing Contractor/ Consultant Assigned (if any) | Timeframe: Start Quarter – End Quarter |
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| **STRATEGY #7:**  | **Promote participation in ADA-recognized, AADE-accredited, state-accredited/certified, and/or Stanford licensed diabetes self-management education (DSME) programs** |
| DOMAIN:  | [ ] Domain 2: Environmental Approaches that Promote Health[ ] Domain 3: Health Systems Interventions [x] Domain 4: Community-Clinical Linkages |
| SCOPE: | *Select one:* |  |  |
| SETTING: | *Select all that apply:*[ ]  **State Government** [ ]  **Community**[ ]  **Faith-based**  | [ ]  **Health Care**[ ]  **School**[ ]  **Early Care and Education** | [ ]  **Work Site**[ ]  **Other (specify, e.g., transportation sector)** Click here to enter text. |
| POPULATION OF FOCUS: | *List all that apply (Choose from the list provided in Appendix A.)*Click here to enter text. |
| SHORT-TERM MEASURES: | Short-term Performance Measures | Data Source *(Select from Appendix A or specify an alternate data source)* | Baseline | Target | Timeframe |
| Proportion of people with diabetes in targeted settings who have at least one encounter at an ADA-recognized, AADE-accredited, state accredited/certified, and/or Stanford licensed DSME program during the funding year | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **ANNUAL ACTIVITIES:** |
|  | Activity Description | Lead Personnel Assigned | Key Contributing Partner Assigned | Key Contributing Contractor/ Consultant Assigned (if any) | Timeframe: Start Quarter – End Quarter |
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**Basic Work Plan Narrative: Description of Work in Years 2-5**

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**APPENDIX A**

**Data Sources:**

|  |  |
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| * Adult Tobacco Survey (ATS)
* Air Quality Monitoring
* American Cancer Society Facts and Figures
* American Indian Tobacco Survey
* Behavioral Risk Factor Surveillance System (BRFSS) Core modules
* BRFSS Adult HPV
* BRFSS Cancer Survivors (core)
* BRFSS Cancer Survivors (optional)
* BRFSS Child HPV
* BRFSS Colorectal Cancer Screening
* BRFSS Prostate Cancer Screening
* BRFSS Women’s Health
* Centers for Medicare and Medicaid Services (CMS)
* Chronic Disease Indicators
* Community Health Assessment and Group Evaluation (CHANGE)
* Community Health Status Indicators (CHIS)
* CPPW BRFSS
* FitnessGram
* Health Plan Employer Data and Information Set (HEDIS)
* Hospital Discharge Data
* Indian Health Service
* Kaiser Foundation
* National Adult Tobacco Survey
* National Cancer Data Base (NCDB)
* National Health and Nutrition Examination Survey (NHANES)
* National Health Interview Survey (NHIS)
* National Immunization Survey (NIS)
* National Program of Cancer Registries
* National Youth Tobacco Survey (NYTS)
* Pediatric Nutrition Surveillance System (PedNSS)
* Pregnancy Nutrition Surveillance System (PNSS)
* Pregnancy Risk Assessment Monitoring System (PRAMS)
* REACH Risk Factor Surveillance System
* School Health Education Profile
* State HANES
* State Health Interview Survey
* School Health Profiles
* School Health Policies and Practices Study
* Youth Risk Behavior Surveillance System (YRBS)
* Shape of the Nation
* Other (Specify)
 |  |

**Population of Focus**

* 1. General
	2. Specific
* Specific Population (further specify) – (Select all that apply):
* Female
* Male
* Transgender

 Sexual Identity:

* Bisexual
* Gay
* Heterosexual
* Lesbian
* Questioning

Race:

* African American or Black
* American Indian or Alaska Native
* Asian Indian
* Chinese
* Filipino
* Japanese
* Korean
* Vietnamese
* Other Asian (Specify)
* Native Hawaiian or other Pacific Islander
* Guamanian or Chamorro
* Samoan
* White
* Other (Specify)

Ethnicity

* Hispanic or Latino
* Not Hispanic or Latino

Age (Select all that apply)

Infants and Toddlers

* 0-1 Years
* 2-3 Years

Children

* 4-11 Years

Adolescents

* 12-17 Years
* 18-19 Years

Adults

* 20-24 Years
* 25-39 Years
* 40-49 Years

Older Adults

* 50-64 Years
* 65 Years & Older

Geography (select all that apply)

* Rural
* Urban
* Frontier

Other Populations:

* Low Socioeconomic Status (SES)
* Disability
* Other (Specify)\_\_\_\_\_\_