

Sample Project Workplan Theme Implementation Grant

[NOTE: THIS IS AN ILLUSTRATIVE, HYPOTHETICAL EXAMPLE OF REPORTING IN A FINAL GRANT REPORT. THEREFORE, IT INCLUDES WORKPLAN PROGRESS REPORTING FOR EACH REPORTING PERIOD IN THE PROJECT AND OUTCOME EVALUATION RESULTS REPORTING. FOR INTERIM PROGRESS REPORTS, PROGRESS REPORTING WOULD COVER THE CURRENT REPORTING PERIOD AS WELL AS ALL PRIOR REPORTING PERIODS. IF OUTCOMES EVALUATION RESULTS ARE AVAILABLE THEY WOULD ALSO BE INCLUDED IN THE INTERIM REPORT.]

Project Goal Statement: To cost effectively improve the oral health of low-income children who receive primary care in a community health center by piloting a model that integrates oral health promotion and prevention activities into the routine primary care of low-income children.

OUTCOME #1: Children receive accurate oral health assessment and oral health education from medical providers (family physicians/pediatricians, family practice residents, and nurse practitioners) at well-child visits.

OUTCOME #1 WORKPLAN

Activity	Inputs	Time Frame	Responsible Person	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
<i>CRFHC staff dentist in collaboration with faculty pediatrician develops curriculum</i>	<ul style="list-style-type: none"> ▪ <i>staff dentist</i> ▪ <i>pediatrician</i> 	<i>10/05 – 11/05</i>	<i>Thelma Jones</i>	<i>Curriculum developed</i>	<u><i>10/05-3/06</i></u> <i>Completed</i>
<i>Dentist and pediatrician jointly provide two one-hour training sessions</i>	<ul style="list-style-type: none"> ▪ <i>dentist</i> ▪ <i>pediatrician</i> ▪ <i>providers' time</i> 	<i>01/06 – 02/06</i>	<i>Joe Smith</i>	<i>2 training sessions held 15 people trained</i>	<u><i>10/05-3/06</i></u> <i>Completed:</i> <i>2 training sessions</i> <i>13 people trained</i>
<i>Dentist provides one-on-one training to medical providers in the well-child setting</i>	<ul style="list-style-type: none"> ▪ <i>dentist</i> ▪ <i>providers' time for training</i> 	<i>03/06-02/07</i>	<i>Joe Smith</i>	<i>15 providers given one-on-one training</i>	<u><i>10/05-3/06</i></u> <i>2 providers trained</i> <u><i>4/06-9/06</i></u> <i>10 providers trained</i> <u><i>10/06-3/07</i></u> <i>Completed</i> <i>3 providers trained</i>
<i>Revise Graphical Encounter form to include oral health assessment, oral health education, topical fluoride application procedures</i>	<ul style="list-style-type: none"> ▪ <i>IT support person</i> ▪ <i>pediatrician</i> 	<i>03/06</i>	<i>Thelma Jones</i>	<i>Graphical Encounter Form revised</i>	<u><i>10/05-3/06</i></u> <i>Completed</i>

Sample Project Workplan Theme Implementation Grant

Activity	Inputs	Time Frame	Responsible Person	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
<i>Collate information from Graphical Encounter Form</i>	<ul style="list-style-type: none"> ▪ <i>Thelma Jones</i> 	<i>03/06-06/07</i>	<i>Thelma Jones</i>	<i>Data collated monthly</i>	<u><i>10/05-3/06</i></u> <i>Ongoing</i> <u><i>4/06-9/06</i></u> <i>Ongoing</i> <u><i>10/06-3/07</i></u> <i>Ongoing</i> <u><i>4/07-9/07</i></u> <i>Ongoing</i>

OUTCOME #1 EVALUATION PLAN

Outcome #1: Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
<ul style="list-style-type: none"> • 75% of children receive oral health assessment and oral health education from clinic medical providers at their well-child visits • 100% of clinic medical providers demonstrate accurate oral health assessment during well-child visits 	<ul style="list-style-type: none"> • Encounter Form (ongoing after training) • Staff dentist will observe all medical providers during well-child visits using standard observation tool (one month and three months after training) 	<p>Oral health assessment: <u>10/06-03/07</u> 50% of children (275) received oral health assessment during this period. Providers cite difficulty in finding the time to conduct assessments as well as reimbursement rather than training. We are working to address this with staff. <u>04/07-09/07</u> 65% of children (305) received oral health assessment during this period. We have made some progress in overcoming time issue, however reimbursement remains an issue.</p> <p>Accurate oral health assessment: <u>10/06-03/07</u> One-to-one training indicates most providers who are trained are able to conduct an accurate assessment. Follow-up support has been provided to a few. <u>04/07-09/07</u> Follow-up observations of all trained providers indicate all are conducting assessments accurately.</p>

Sample Project Workplan Theme Implementation Grant

OUTCOME #2: Children receive topical fluoride applications from medical providers at well-child visits.

OUTCOME #2 WORKPLAN

Activity	Inputs	Time Frame	Responsible Person	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
<i>Obtain topical fluoride and associated supplies.</i>	<ul style="list-style-type: none"> ▪ <i>Dental Clinic Coordinator</i> ▪ <i>money for supplies</i> 	<i>11/05</i>	<i>Joe Smith</i>	<i>Supplies obtained</i>	<i><u>10/05-3/06</u> Completed</i>
<i>Recruit and hire dental hygienist</i>	<ul style="list-style-type: none"> ▪ <i>Community Health Director</i> 	<i>11/05</i>	<i>Joe Smith</i>	<i>Hygienist hired</i>	<i><u>10/05-3/06</u> Hiring delayed – expected 4/06 <u>4/06-9/06</u> Completed</i>
<i>Dentist trains pediatrician and nurse practitioner(pilot clinical team) to apply topical fluoride</i>	<ul style="list-style-type: none"> ▪ <i>dentist</i> ▪ <i>pediatrician</i> ▪ <i>nurse practitioner</i> 	<i>12/05</i>	<i>Joe Smith</i>	<i>Pediatrician and nurse practitioner trained</i>	<i><u>10/05-3/06</u> Delayed <u>4/06-9/06</u> Completed 4/06</i>
<i>Pilot clinical team provides topical fluoride applications during well-child visits</i>	<ul style="list-style-type: none"> ▪ <i>pilot clinical team</i> 	<i>4/06-8/06</i>	<i>Joe Smith</i>	<i>30 children per week receive topical fluoride applications from pilot clinical team</i>	<i><u>10/05-3/06</u> Delayed <u>4/06-9/06</u> Pilot completed: average of 35 children per week receiving fluoride</i>
<i>Hygienist coordinates evaluation of the project and works with pilot clinical team and pilot oversight team to identify any issues of pilot implementation</i>	<ul style="list-style-type: none"> ▪ <i>hygienist</i> ▪ <i>pilot clinical team</i> ▪ <i>pilot oversight team</i> 	<i>4/06-8/06</i>	<i>Joe Smith</i>	<i>5 meetings held and evaluation data collected.</i>	<i><u>10/05-3/06</u> Delayed <u>4/06-9/06</u> 3 Meetings held and evaluation data summarized and shared</i>

Sample Project Workplan Theme Implementation Grant

Activity	Inputs	Time Frame	Responsible Person	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
<i>Hygienist works with medical providers and pilot clinical team to improve implementation process</i>	<ul style="list-style-type: none"> ▪ <i>hygienist</i> ▪ <i>pilot clinical team</i> 	<i>4/06-8/06</i>	<i>Joe Smith</i>	<i>Implementation process improved.</i>	<u><i>10/05-3/06</i></u> <i>Delayed</i> <u><i>4/06-9/06</i></u> <i>Minor changes made to process</i>
<i>Dentist trains additional clinical teams</i>	<ul style="list-style-type: none"> ▪ <i>hygienist</i> ▪ <i>pilot clinical teams</i> 	<i>05/06-06/07</i>	<i>Joe Smith</i>	<i>3 clinical teams trained</i>	<u><i>10/06-3/07</i></u> <i>1 team trained</i> <u><i>4/07-9/07</i></u> <i>1 team trained</i>
<i>Hygienist provides on-going consultation and support to clinical teams</i>	<ul style="list-style-type: none"> ▪ <i>hygienist</i> 	<i>05/06-06/07</i>	<i>Joe Smith</i>	<i>Support provided to clinical teams as needed</i>	<u><i>4/06-9/06</i></u> <i>Support provided</i> <u><i>10/06-3/07</i></u> <i>Support provided</i> <u><i>4/07-9/07</i></u> <i>Support provided</i>

OUTCOME #2 EVALUATION PLAN

Outcome #2: Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
<ul style="list-style-type: none"> • # of children receiving topical fluoride applications 	<ul style="list-style-type: none"> • Project Records 	On average, 45 children per week are receiving topical fluoride application from 2 clinical teams. Third clinical team was determined to be unnecessary due to patient needs.

Sample Project Workplan Theme Implementation Grant

OUTCOME #3: Children and parents are more knowledgeable about oral health and caring for their teeth.

OUTCOME #3 WORKPLAN

Activity	Inputs	Time Frame	Responsible Person	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
<i>Order toothbrushes, paste, and floss</i>	<ul style="list-style-type: none"> ▪ <i>money to purchase supplies</i> ▪ <i>Dental Clinic Coordinator</i> 	<i>11/05 – 6/06</i>	<i>Thelma Jones</i>	<i>Supplies obtained</i>	<p><u><i>10/05-3/06</i></u> <i>Obtained free toothbrushes from Delta Dental and have purchased other supplies.</i></p> <p><u><i>04/06-09/06</i></u> <i>Ongoing</i></p> <p><u><i>10/06-3/07</i></u> <i>Ongoing</i></p> <p><u><i>4/07-9/07</i></u> <i>Ongoing</i></p>
<i>Develop and print attractive copies of oral hygiene instructions</i>	<ul style="list-style-type: none"> ▪ <i>Program Secretary</i> ▪ <i>money for printing</i> 	<i>12/05</i>	<i>Thelma Jones</i>	<i>1,000 copies printed</i>	<p><u><i>10/05-3/06</i></u> <i>Completed</i></p>
<i>Make up packets for distribution at well-child visits</i>	<ul style="list-style-type: none"> ▪ <i>hospital volunteers</i> 	<i>01/06-09/07</i>	<i>Thelma Jones</i>	<i>1,000 packets made up</i>	<p><u><i>10/05-3/06</i></u> <i>Ongoing</i></p> <p><u><i>04/06-09/06</i></u> <i>Ongoing</i></p> <p><u><i>10/06-3/07</i></u> <i>Ongoing</i></p> <p><u><i>4/07-9/07</i></u> <i>Ongoing</i></p>

Sample Project Workplan Theme Implementation Grant

Activity	Inputs	Time Frame	Responsible Person	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
<i>Distribute packets to children/parents at well-child visits</i>	<ul style="list-style-type: none"> ▪ <i>receptionist</i> 	<i>02/06-06/07</i>	<i>Thelma Jones</i>	<i>1,000 education packets distributed</i>	<u><i>10/05-3/06</i></u> <i>270 packets distributed</i> <u><i>04/06-09/06</i></u> <i>200 packets distributed</i> <u><i>10/06-3/07</i></u> <i>200 packets distributed</i> <u><i>4/07-9/07</i></u> <i>400 packets distributed</i>
<i>Develop and conduct telephone survey of parents</i>	<ul style="list-style-type: none"> ▪ <i>Thelma Jones</i> 	<i>7/06 and 5/07</i>	<i>Thelma Jones</i>	<i>10% of parents surveyed</i>	<u><i>4/07-9/07</i></u> <i>Completed</i>

OUTCOME #3 EVALUATION PLAN

Outcome #3: Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results (Complete for Progress Report Only)
<ul style="list-style-type: none"> • 80% of parents who have received oral health assessment and education during well-child visits report that they know about good oral health practices • 80% of parents whose children have received oral health assessment and education during well-child visits report that their children's teeth are appropriately cared for (brushing, flossing, etc.) 	<ul style="list-style-type: none"> • Phone interviews of random sample of 30 parents (annually) • Phone interviews of random sample of 30 parents (annually) 	<p>Phone survey conducted of 45 parents in April 2007:</p> <ul style="list-style-type: none"> • 90% reported that they “strongly agree” or “agree” that it is important to brush their children’s teeth or supervise brushing 2x a day • 85% reported that their children ‘always’ or ‘almost always’ brush their teeth or have their teeth brushed 2x a day • 55% reported that their children floss their teeth or have their teeth flossed at least 3x a week • 75% reported that they ‘strongly agree’ or “agree” that it is important to limit the amount of sugary snacks their children eat <p>[see attached survey results for complete survey information]</p>

Sample Project Workplan Theme Implementation Grant

OUTCOME #4: [Note: This is an example of a dissemination outcome] Knowledge about and interest in the medical-dental collaborative model increases.

OUTCOME #4 WORKPLAN

Activity	Inputs	Time Frame	Responsible Person	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
<i>Share data and discuss with hygienist, pilot clinical team, and pilot oversight team</i>	<ul style="list-style-type: none"> ▪ <i>Thelma Jones</i> ▪ <i>Hygienist</i> ▪ <i>Pilot clinical team</i> ▪ <i>Pilot oversight team</i> 	<i>03/06-09/07</i>	<i>Thelma Jones</i>	<i>Needed improvements and next steps identified</i>	<u><i>04/06-09/06</i></u> <i>Ongoing</i> <u><i>10/06-3/07</i></u> <i>Ongoing</i> <u><i>4/07-9/07</i></u> <i>Ongoing</i>
<i>Develop and disseminate report on the model</i>	<ul style="list-style-type: none"> ▪ <i>Thelma Jones</i> ▪ <i>Community Health Director</i> 	<i>04/07-09/07</i>	<i>Thelma Jones</i>	<i>Report written and disseminated to the Endowment, Endowment grantees, and other interested stakeholders</i>	<u><i>4/07-9/07</i></u> <i>Summary of approach and lessons written.</i> <i>Copy attached. Copy sent to 4 other CHCs requesting information.</i>
<i>Provide training on implementing the model to interested community health centers</i>	<ul style="list-style-type: none"> ▪ <i>Thelma Jones</i> ▪ <i>Community Health Director</i> 	<i>02/07-09/07</i>	<i>Thelma Jones</i>	<i>2 trainings held</i>	<u><i>4/07-9/07</i></u> <i>Have provided written information to 4 CHCs. Have shared the model at staff meeting of one CHC.</i>

Sample Project Workplan Theme Implementation Grant

OUTCOME #4 EVALUATION PLAN

Outcome #4: Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
<ul style="list-style-type: none"> At least 3 community health centers receive additional information or consultation to implement the model 	<ul style="list-style-type: none"> Project Records (ongoing) 	<p>We have shared our written report with 4 other CHCs. To date, 2 CHCs have requested more information. We have provided an overview of the project at a staff meeting at one CHC so far. We expect interest among CHCs to continue.</p>

Sample Project Workplan Theme Implementation Grant

OUTCOME #5: [Note: This is an example of a sustainability outcome] Sustainability of the project is ensured.

OUTCOME #5 WORKPLAN

Activity	Inputs	Time Frame	Responsible Person	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
<i>Join oral health Coalition in an effort to support a policy change that would lead to Medicaid reimbursement for assessment and fluoride varnish in a primary care practice.</i>	<i>Joe Smith</i>	<i>01/06</i>	<i>Joe Smith</i>	<i>Billing processes developed.</i>	<i>4/07 Executive Director joined OH Coalition. Assisting in the development of informational materials for policy makers.</i>
<i>Once pilot is complete, and if determined to be successful, work with local hospital to obtain commitment to provide topical fluoride application</i>	<i>Joe Smith</i>	<i>05/07</i>	<i>Joe Smith</i>	<i>Commitment obtained from local hospitals.</i>	<i>4/07-9/07 Hospital has agreed to provide topical fluoride for at least 2 years after grant ends</i>
<i>Once pilot is complete, and if determined to be successful, work with health center dental clinic to obtain dentist's time for new ongoing provider education</i>	<i>Joe Smith</i>	<i>09/07</i>	<i>Joe Smith</i>	<i>Dentist's time obtained.</i>	<i>4/07-9/07 Dental clinic has agreed to allow dentist to provide 2 trainings per year to new providers.</i>

OUTCOME #5 EVALUATION PLAN

Sample Project Workplan Theme Implementation Grant

Outcome #5: Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
<ul style="list-style-type: none"> • Commitments made by various stakeholders (Healthy Kids, hospital, health center dental clinic): <ul style="list-style-type: none"> ○ Hospital for fluoride ○ CHC for dentist's time ○ Value and type of other in-kind or financial resources for project 	<ul style="list-style-type: none"> • Project Records (ongoing) 	<p>Key aspects of the project are being sustained. Training of new providers will continue 2x a year through dental clinic dentist; commitment for job shadowing component of training is still being worked on and will depend on number of new medical providers. Hospital has agreed to provide fluoride. Dental center staff will work to facilitate process for obtaining supplies for education packets.</p>