Communities of Health Planning Grant

**North Central Health Partnership**

**Workplan Outline**

Key Grant Required Activities:

1. By July 31: Create five voluntary local County Coalitions*,* one in each county, to:
	1. Establish the local infrastructure to develop, align, and act on achieving health improvement goals, and identify opportunity for cross-sector resource sharing, development, and investment.
	2. Promote engagement, transparency and accountability, to bring stakeholder’s voices to the table.
2. Ongoing: Technical Assistance from a facilitator/strategic consultant and Association of Washington Public Hospital Districts to support County Coalitions.

**Key Grant Deliverables:**

1. By November 30: Each County Coalition will develop a Local Action Plan using existing data sources to establish health priorities and strategic directions across agencies.
2. By December 31: Aggregate the five local action plans to develop of a North Central Community Health Plan.

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| --- | --- | --- | --- | --- |
| **Activity**  | **Steps** | **Date Due** | **Date Complete** | **Comments** |
| **Form County Coalitions** |  | 7/31/14 |  | Per Grant Application |
|  | * Identify Conveners
 | 6/25/14 | 6/25/14 | Public Health Officers agree to be conveners |
| * Develop Communication Packet for Conveners
 | 7/7/14 |  | Packet to include, e.g.,:Cover letter which makes the request (to convene Coalition), provides background, organizational structure, process, timelines, (e.g., what do they have to do and by when) and what can be expected of CHOICE, et al by way of technical assistance. Attachments might include: model invitation letter to prospective participants, **outline for final Local Action Plan**, process for accessing facilitators; list of potential invitees (types of organizations/sectors), etc. |
| **Activity** | **Steps** | **Date Due** | **Date Complete** | **Comments** |
| **Build Support Tools** |  | 7/31/14 |  |  |
|  | * Develop Data Base
 | 7/18/14 |  | 1. Engage Oversight Group in determining and making available content; 2) Organize data into consistent clumps 3) create efficient process for Coalition Conveners to access the data (e.g., send them the data; create web link(s), etc.
 |
|  | * Create Discussion Guide
 | 7/18/14 |  | Tap existing expertise at CHOICE, Sue Dietz, Oversight members, etc. |
|  | * Identify Facilitators and process for County Conveners to access them
 | 7/18/14 |  |  |
| **Create Local Action Plan** |  | 11/30/14 |  |  |
|  | * Provide Plan Outline, data and technical assistance as necessary
 | 7/31-11/30 | Ongoing | May include assistance in drafting the report |
| **Create NC Health Partnership Community Health Action Plan (CHAP)** |  | 12/31/14 |  | Needs to include both content (e.g., health status) info, agreement (or not) to continue to plan/monitor as a ACH going forward as well as process/structure (e.g., how will we organize ourselves going forward). |
|  | * Create outline for CHAP
 | 10/15/14 |  | Process might be for CHOICE to develop a draft for input and ultimate approval of oversight group. |
|  | * Identify who will draft CHAP
 | 10/15/14 |  | Important for person who will draft to be involved early so as to capture what’s happening “on the ground”. |
|  | * Draft CHAP to Oversight Committee
 | 12/5/14 |  |  |
|  | * 2nd Draft to Oversight Committee

  | 12/15/14 |  | if necessary |
|  | * Final Report to HCA
 | 12/19/14 |  | In advance of holiday. If necessary, could complete on 12/29-31, after holiday |
| **Administrative** |  | Ongoing |  |  |
|  | * Create and share Oversight Committee Roster
 | 7/3/14 |  | May include other important resources not on committee |
|  | * Create budget; share with Oversight Committee
 | 7/7/14 |  | Based on activities above or equivalent. Share draft with Oversight Committee with short window for feedback |
|  | * Finalize work plan and share with Oversight Committee
 | 7/7/14 |  | This work plan or equivalent. Share draft with Oversight Committee with short window for feedback |
|  | * Develop and share timeline including oversight committee meeting schedule
 | 7/7/14 |  | Share draft with Oversight Committee with short window for feedback |
|  | * Create and share other organizational documents as necessary
 | 7/7/14 & ongoing |  | Ground rules, org charts, oversight process, etc. |