# 

# Logic Model Theme Implementation Grant

# Workplan Guidelines

Program Year 2007

Use this information to help you complete the Project Workplan that is required in the *Proposal Narrative* section of the on-line Grant Proposal*,* unless you are applying for a Discretionary Grant, in which case a project workplan is usually *not* required.

# Purpose and Use of a Project Workplan

The Project Workplan is a tool to help you plan, manage implementation of, report on, and evaluate your project. The project workplan has two components:

* the outcome workplan tables which describe each project outcome and how the project will be implemented to achieve the outcome, including inputs, activities, timeframe, responsible person, and outputs.
* the outcome evaluation plan tables which describe how you will evaluate whether each project outcome has been achieved, including outcome indicators and data collection methods and timeframe.

The Project Workplan will help you:

* to **plan** your project by outlining the activities to be accomplished, timeframes, and inputs needed, including how project results will be sustained and lessons learned disseminated. The Project Workplan will also help you to formulate your project and grant budget.
* to **manage** implementation of your project by enabling you to track implementation against expectations.
* to **report** on your progress in implementing the project by sharing information in the progress reporting column of the outcome workplan.
* to **evaluate outcomes** by identifying the indicators you will use to assess whether outcomes are achieved, the data collection methods and timeframe for collecting outcomes evaluation data, and by sharing evaluation results in the evaluation results column of the outcome evaluation plan.

The Endowment expects that the Project Workplan will reflect the scope of your project and the size of the grant for which you are applying. Smaller grants and projects of smaller scope and shorter duration require less detailed outcome workplan tables and outcome evaluation plan tables than larger, multi-year grant requests.

# Creating a Project Workplan

Use the Endowment’s Project Workplan template to create your Project Workplan. This template includes all the required elements arranged in a logical layout. As you create the Workplan, you might also find it helpful to refer to the sample Project Workplan prepared by the Endowment.

The workplan template and sample are Microsoft® Word™ files and are available at [*www.endowmentforhealth.org*](http://www.endowmentforhealth.org/)*/grant\_center\_applying.asp*.

## Using the Project Workplan Template

The workplan template can be modified to include as many outcome tables as your project requires. For *each* outcome in the Project Workplan, create an outcome workplan table *and* an evaluation workplan table. In the outcome workplan table:

* Type each activity in a separate row.
* Arrange activity rows chronologically by the start date of the activity.
* To highlight the activities to be funded by the Endowment grant, *italicize the activity rows*.
* Add as many rows as needed.
* For multi-year grant proposals, create one workplan that spans all project years.

In the outcome evaluation plan table:

* Identify different outcome indicators using bullets.

## Required Content of a Project Workplan

A Project Workplan must include all of the following elements. Definitions of these elements follow this section.

* All project **outcomes**.
* Activities and, where appropriate, a distinct outcome, related to **dissemination** of project outputs, outcome evaluation results, and lessons learned.
* A distinct outcome and supporting activities to assure **sustainability** for the project.

NOTE: The Endowment believes that extensive thinking about sustainability is best done after a grant is awarded. Therefore, during the grant proposal stage, please share some *initial* thinking about how you will sustain your project, both financially and programmatically. If a grant is awarded, you will be asked to refine this outcome and Endowment staff is available to support you in this work.

* All project **activities** (including inputs, time frames, responsible persons, and outputs), *with activities to be funded by the Endowment highlighted with italics****.***
* **Outcome indicators** that will help measure whether or not project outcomes are achieved and **data collection methods and timeframe** to be used toobtain the data.

NOTE: The Endowment believes that extensive thinking about outcome evaluation is best done after a grant is awarded. Therefore, during the grant proposal stage, please share some *initial*thinking about how you will evaluate your project’s outcomes. If a grant is awarded, you will be asked to finalize your outcome evaluation plan tables and Endowment staff is available to support you in this work.

Note: the **progress reporting** column in the outcome workplan tables and the **evaluation results** column in the outcome evaluation plan tables are for reporting to the Endowment *after* a project is implemented. They are *not* completed in the proposal stage.

# Project Workplan Definitions

The following terms are used in the Endowment Project Workplan template and samples.

activity

**How a project uses its inputs to achieve outcomes.**

For example: Identify a consultant to develop the training curriculum.

**data collection method and timeframe**

How information for an outcome indicator is collected.

For example: surveys, interviews, focus groups, observation, document review, and tests.

The timeframe identifies when and how oftenindicator data are collected.

For example: quarterly, once a semester, at start of project and end of project*.*

When thinking about timeframe, consider both what is reasonable in terms of both when you expect to see change in outcomes and what is realistic in terms of data collection workload. In many cases, it will make sense to collect data about outcomes early in the project (often called “baseline data”) to enable you to show the change over the project period.

**dissemination**

The process of sharing the knowledge gained from a project. For most projects, a separate dissemination outcome should be identified that includes activities related to sharing knowledge and lessons learned gained through project implementation and evaluation.

**evaluation results**

Description of progress, including data, in achieving outcomes as measured through outcome indicators. Evaluation results are submitted with interim (if results are available) and final progress reports to the Endowment. This column is left blank during the proposal process.

inputs (resources)

The resources needed to implement a project activity and achieve project outputs.

For example: staff, consultants, volunteers, new technology, new equipment, and supplies

outcome

The result of project activities, often expressed in terms of changes in behavior, norms, decision-making, knowledge, attitudes, capacities, motivations, skills, or conditions on individuals, families, households, organizations, systems, or communities. An outcome is usually the result of more than one activity. Outcomes are often confused with outputs. The following examples help to illustrate the difference between the two:

*Output:* Twenty medical providers are trained in oral health assessment.

*Outcome:* Children receive accurate oral health assessment at well-child visits.

*Outputs*: Sixteen providers participate in a referral system.

Common intake and eligibility screening processes are developed.

*Outcome*: Clients receive more timely and comprehensive services.

Outcome statements are measurable; that is, one should be able to evaluate whether or not the outcome was achieved.

**outcome indicator**

The quantitative or qualitative measure to tell you whether you have accomplished your outcome. An indicator is the measurable “evidence” or information that will tell you whether or not your program is achieving its intended outcomes. In many cases, more than one indicator may be necessary to measure an outcome. Where appropriate and possible, you should also identify a numeric target for your indicator. However, the Endowment recognizes that setting numeric targets can be difficult and in some cases, unrealistic and cost prohibitive given the scope of the project. Therefore, these targets may require revision as your project is implemented. Examples of indicators are:

*Outcome*: Providers receiving training are more skilled.

*Indicator*: 100% of trained providers are able to accurately perform oral health screenings.

*Outcome*: More clients take responsibility for their health.

*Indicator*: 70% of clients are accessing preventive health care services.

*Indicator*: 85% of clients surveyed say they are making behavioral/lifestyle changes to

improve their health.

NOTE: During the grant proposal stage, please share some *initial* thinking about your outcome indicators and data collection. If a grant is awarded, you will be asked to finalize your outcome evaluation plan tables.

output

A direct, tangible, and measurable product of a project activity. An output is usually expressed as a number of units delivered. See also, “outcome”.

For example: 5 classes held, 3 outreach materials developed, 200 participants served, 300 hours of service provided, and 6 focus groups held.

**progress reporting**

Description of progress in implementing project activities and achieving project outputs submitted with interim and final progress reports. This column is left blank during the proposal process.

project goal statement

A broad, general statement about what you hope to accomplish with your project and how you plan to do it. There are two parts to a project goal statement: a “to” part, and a “by” part. The “to” part refers to what you hope to accomplish in the project relative to the target population; the “by” part summarizes the activities you will undertake in order to accomplish your project goal. A project goal statement should also include any systemic change to be achieved by the project.

For example: *To* improve access to health care for people with limited English proficiency (LEP) in the service area *by* creating sustainable systems to 1) train medical interpreters and health professionals in cultural competency and the use of medical interpreters, and 2) provide outreach and education to health care consumers about medical interpretation.

**Important!** The project goal statement provided in the Grant *Proposal, Discretionary Grant Proposal*, and *Letter of Inquiry* is used by the Endowment with various audiences, in various venues, to identify, summarize, and publicize your project.

responsible person

The person who uses the specified inputs to achieve specified anticipated outputs within a specified time span.

**sustainability**

The ability of the health improvement outcomes of a project to continue beyond the Endowment grant period without further Endowment funding. This may involve locating new sources of funding, working to improve reimbursement systems, and/or integrating the work of the project into existing health systems. All Endowment applicants are expected to be actively planning for sustainability, and all grantees are expected to begin implementing sustainability activities early in the grant period.

time frame

The start date and end date of the period during which an activity will occur. Use *mm/yy – mm/yy* format.

# Endowment for Health Logic Model Theme Implementation Grant Sample Workplan

# 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**  ***(Complete for Progress Report Only)*** |
| --- | --- | --- | --- | --- | --- |
| *CRFHC staff dentist in collaboration with faculty pediatrician develops curriculum* | * *staff dentist* * *pediatrician* | *10/07 – 11/07* | *Thelma Jones* | *Curriculum developed* |  |
| *Dentist and pediatrician jointly provide two one-hour training sessions* | * *dentist* * *pediatrician* * *providers’ time* | *01/08 – 02/08* | *Joe Smith* | *2 training sessions held*  *15 people trained* |  |
| *Dentist provides one-on-one training to medical providers in the well-child setting* | * *dentist* * *providers’ time for training* | *03/08-02/09* | *Joe Smith* | *15 providers given one-on-one training* |  |
| Revise Graphical Encounter form to include oral health assessment, oral health education, topical fluoride application procedures | * IT support person * pediatrician | 03/08 | Thelma Jones | Graphical Encounter Form revised |  |
| *Collate information from Graphical Encounter Form* | * *Thelma Jones* | *03/08-06/09* | *Thelma Jones* | *Data collated monthly* |  |

**OUTCOME #1 EVALUATION PLAN**

| **Outcome #1: Outcome Indicator(s)** | **Data Collection Method and Timeframe** | **Evaluation Results**  ***(Complete for Progress Report Only)*** |
| --- | --- | --- |
| * 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 | * 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) |  |

## 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**  ***(Complete for Progress Report Only)*** |
| --- | --- | --- | --- | --- | --- |
| *Obtain topical fluoride and associated supplies.* | * *Dental Clinic Coordinator* * *money for supplies* | *11/07* | *Joe Smith* | *Supplies obtained* |  |
| *Recruit and hire dental hygienist* | * *Community Health Director* | *11/07* | *Joe Smith* | *Hygienist hired* |  |
| *Dentist trains pediatrician and nurse practitioner(pilot clinical team) to apply topical fluoride* | * *dentist* * *pediatrician* * *nurse practitioner* | *12/07* | *Joe Smith* | *Dentist and nurse practitioner trained* |  |
| *Pilot clinical team provides topical fluoride applications during well-child visits* | * *pilot clinical team* | *1/08-4/08* | *Joe Smith* | *30 children per week receive topical fluoride applications from pilot clinical team* |  |
| *Hygienist coordinates evaluation of the project and works with pilot clinical team and pilot oversight team to identify any issues of pilot implementation* | * *hygienist* * *pilot clinical team* * *pilot oversight team* | *1/08-4/08* | *Joe Smith* | *5 meetings held and evaluation data collected.* |  |
| *Hygienist works with medical providers and pilot clinical team to improve implementation process* | * *hygienist* * *pilot clinical team* | *01/08-04/08* | *Joe Smith* | *Implementation process improved.* |  |
| *Dentist trains additional clinical teams* | * *hygienist* * *pilot clinical teams* | *05/08-06/09* | *Joe Smith* | *3 clinical teams trained* |  |
| *Hygienist provides on-going consultation and support to clinical teams* | * *hygienist* | *05/08-06/09* | *Joe Smith* | *Support provided to clinical teams as needed* |  |

**OUTCOME #2 EVALUATION PLAN**

| **Outcome #2: Outcome Indicator(s)** | **Data Collection Method and Timeframe** | **Evaluation Results**  ***(Complete for Progress Report Only)*** |
| --- | --- | --- |
| * # of children receiving topical fluoride applications | * Project Records |  |

## 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)*** |
| --- | --- | --- | --- | --- | --- |
| *Order toothbrushes, paste, and floss* | * *money to purchase supplies* * *Dental Clinic Coordinator* | *11/08 – 06/09* | *Thelma Jones* | *Supplies obtained (2,000 of each)* |  |
| *Develop and print attractive copies of oral hygiene instructions* | * *Program Secretary* * *money for printing* | *12/07* | *Thelma Jones* | *1,000 copies printed* |  |
| *Make up packets for distribution at well-child visits* | * *hospital volunteers* | *01/08-06/09* | *Thelma Jones* | *1,000 packets made up* |  |
| *Distribute packets to children/parents at well-child visits* | * *receptionist* | *02/08-06/09* | *Thelma Jones* | *1,000 education packets distributed* |  |
| *Develop and conduct telephone survey of parents* | * *Thelma Jones* | *7/08 and 5/09* | *Thelma Jones* | *10% of parents surveyed* |  |

## OUTCOME #3 EVALUATION PLAN

| **Outcome #3: Outcome Indicator(s)** | **Data Collection Method and Timeframe** | **Evaluation Results**  ***(Complete for Progress Report Only)*** |
| --- | --- | --- |
| * 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.) | * Phone interviews of random sample of 30 parents (annually) * Phone interviews of random sample of 30 parents (annually) |  |

## 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)*** |
| --- | --- | --- | --- | --- | --- |
| *Share data and discuss with hygienist, pilot clinical team, and pilot oversight team* | * *Thelma Jones* * *Hygienist* * *Pilot clinical team* * *Pilot oversight team* | *03/08-06/09* | *Thelma Jones* | *Needed improvements and next steps identified* |  |
| *Develop and disseminate report on the model* | * *Thelma Jones* * *Community Health Director* | *04/09-05/09* | *Thelma Jones* | *Report written and disseminated to the Endowment, Endowment grantees, and other interested stakeholders* |  |
| *Provide training on implementing the model to interested community health centers* | * *Thelma Jones* * *Community Health Director* | *02/09-06/09* | *Thelma Jones* | *2 trainings held* |  |

## OUTCOME #4 EVALUATION PLAN

| **Outcome #4: Outcome Indicator(s)** | **Data Collection Method and Timeframe** | **Evaluation Results**  ***(Complete for Progress Report Only)*** |
| --- | --- | --- |
| * At least 3 community health centers receive additional information or consultation to implement the model | * Project Records (ongoing) |  |

## 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)*** |
| --- | --- | --- | --- | --- | --- |
| *Develop processes to bill Healthy Kids Gold and Healthy Kids Silver for topical fluoride application as allowable* | *Joe Smith* | *01/08* | *Joe Smith* | *Billing processes developed.* |  |
| *Once pilot is complete, and if determined to be successful, work with local hospital to obtain commitment to provide topical fluoride application* | *Joe Smith* | *05/09* | *Joe Smith* | *Commitment obtained from local hospitals.* |  |
| *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* | *Joe Smith* | *05/09* | *Joe Smith* | *Dentist’s time obtained.* |  |

## OUTCOME #5 EVALUATION PLAN

| **Outcome #5: Outcome Indicator(s)** | **Data Collection Method and Timeframe** | **Evaluation Results**  ***(Complete for Progress Report Only)*** |
| --- | --- | --- |
| * Commitments made by various stakeholders (Healthy Kids, hospital, health center dental clinic):   + Hospital for fluoride   + CHC for dentist’s time   + Value and type of other in-kind or financial resources for project | * Project Records (ongoing) |  |